

## **DESCHUTES PUBLIC LIBRARY DISTRICT**

### **Board Meeting Minutes**

**December 16, 2009**

Library Administration

### **ATTENDEES**

Present were Board Members Ann Malkin (President), Pat Lawrence, George Riser, Ray Miao, and Beth Pearl-Gent.

### **CALL TO ORDER**

President Ann Malkin called the meeting to order at noon.

### **MINUTES**

Beth Pearl-Gent moved to approve the Nov 18<sup>th</sup> minutes. Pat Lawrence seconded which passed unanimously.

**PUBLIC COMMENTS**      None

### **EXECUTIVE LIMITATIONS POLICIES**

#### Communications & Support to the Board

As the Board has elected to directly monitor the Communications & Support to the Board Executive Limitations Policy, no staff monitoring report was provided.

The Board held discussion to determine if the Director has communicated with the Board in a manner that is consistent with a reasonable interpretation of the policies outlined in each numbered paragraph. The following observations were made:

- The Board would have liked a presentation of marketing plan prior to unveiling to staff at annual conference.
- Board involvement in the mission statement. Director Dunkelberg stated this was shared with the Board at the April board meeting, but agreed that a more in-depth discussion should have occurred.
- Bringing things to the Board's attention in a timely manner. Nothing adverse over the last year was noted.
- The Board would like to be advised of any interviews, articles, etc. as East Bend Library project evolves.
- Add "Facilities" and "Marketing" as agenda items so Board can be prepared for public comments.

Community Relations Manager Chantal Strobel and eServices Manager Wylie Ackerman gave a power point presentation on the next phase of marketing for the branding campaign. Ray Miao moved that the Board finds that the District is in compliance with the Communications & Support to the Board Executive Limitation Policy. George Riser seconded which passed unanimously.

#### Summary of Sub-Committee Meeting on Management Practices

A sub-committee with Board members Malkin, Lawrence, Pearl-Gent and Director Dunkelberg met on Tuesday, November 24<sup>th</sup> to develop monitoring criteria to match core competencies as listed in the selection process for hiring the new Director. The committee reported their focus was on strategy, leadership, vision, and communication most of which are covered in the upcoming 360 to be conducted by Consultant Jim Joerger.

#### Temporary Resolution Authorizing Signatures

The Temporary Resolution was due to the fact that the Board President, President Pro-Tem, and the temporary President Pro-Tem would be unavailable for signatures for year-end payroll processing between December 28, 2009 and December 31, 2009. The Temporary Resolution was not signed as the Board President will now be available for signatures.

### **GOVERNANCE PROCESS POLICIES**

#### Meeting Schedule for 2010

The Board discussed the possibility of moving the Board meetings to the second Wednesday of the month. There were no objections. Pearl-Gent moved to reschedule the Board meetings to the second Wednesday of each month. Pat Lawrence seconded which passed unanimously.

#### Board Retreat Planning and Schedule

Director Dunkelberg provided a sample agenda for the Board Work Session on January 11, 2010 with Consultant Margo Helphand. It was noted that there may not be enough time to cover all items listed on the agenda.

### **LIBRARY NEWS**

- Train Man here on Friday, December 18<sup>th</sup> – Sunday, December 20<sup>th</sup>
- Redmond Library is showing the movie “Up”
- Libraries will be closed Dec 24 & 25, and Jan 1
- Two tax measures are out: 66 & 67. If a no vote passes, the library would lose approximately \$15,000. This would be effective fiscal year 2010/2011.

- January 7 & 8, Heather McNeil will be providing training for Reading for Healthy Families

**BOARD MEMBER COMMENTS AND SELF-REVIEW OF MEETING**

- Beth Pearl-Gent provided an update on her Oregon State Library retreat
- Appreciated the presentation given by Strobel and Ackerman

As there was no additional business, the meeting was adjourned.

**ATTEST:**

Todd Dunkelberg  
Library Director