
DISTRICT BOARD – WORK SESSION

January 11, 2010
10:00 am to 2:00 pm

Meeting Summary

Attended by: Board Members: George Riser, Patricia Lawrence, Ann Malkin, Mary Beth Pearl-Gent and Ray Miao
Library Director: Todd Dunkelberg
Assistant Directors: Sandy Irwin and Kevin Barclay
Facilitator: Margot Helphand

I. Identify Major 2009 District Accomplishments

- Floating collection
- Response to community needs (economic downturn)
- Reorganization at the top management level
- Branding
- Early Literacy conference
- Positive PR – Recognition that the library is a focal point for community needs
- Library Linx
- Double digit Circulation increases (237 thousand extra checkouts – Equivalent of two new branches with no new staff)
- Substantive steps on East Bend branch
- Staff day
- Foundation and Friends functioning well – great training ground for board membership
- Marketing programs
- Strides in work with Latino community
- Celebrate Oregon authors series

II. Trends-Opportunities and Challenges

- Increased circulation and increased general usage with flat revenue. All services are up
- We are meeting the needs but it is challenging
- East Bend branch may relieve the crowding and high demand for service in Bend concerns
- Changing role of libraries – from repository to active site. Librarians out from behind their desks to out of building – partnerships. Library as central community meeting place.
- Partnerships are a huge opportunity
- Need to let more people know the depth of our services
- Population growth flat
- Increased technology will continue to be important (e.g. self-checkout machines. Future may include self check in)
- Having enough public computers is a challenge

- Need to be proactive – Long-Range Plan
- Assessed valuation may be going down

III. **Priorities - Results Policies**

A. Board members reviewed the Results Policies and provided the Library Director with priorities, which will inform the budget process. Board members assigned the following priorities to key results:

1. Increase resources
2. Status Quo
3. Decrease resources

B. After a review of all the Results policies the board directed the Library Director to increase resources to the following policies.

- ***IV.1.A Residents who want materials to enhance their leisure time find what they want, when and where they want, and obtain the help they need.*** The board recommended eliminating the end of the sentence (to make choices). The major strategies for this policy are the new east Bend branch as well as continued technology enhancements that free staff to assist patrons.
- ***IV.2.B Adults and teens access the skills and resources they need to identify career (and/or job) opportunities that suit their individual strengths and interests.***
- ***IV.3 Residents of all ages, cultures, and backgrounds find safe and welcoming physical places to meet and interact with others or to sit quietly and read or access virtual spaces that support networking.***
- ***IV.5 People have an understanding of the types and scope of services that the library provides.*** (Replace residents with people)

C. Policy language changes

In addition to the language changes recommended above, the board recommended the following change to IV.1.B. They recommend eliminating the phrase “modest staffing.”

IV. **Executive Limitations Policy Discussion**

The board discussed its interest in developing a policy related to the library director’s relationships with the external community. The policy on management practices relates to internal operations, primarily employees. The policy on Treatment of Library users covers the population. Items #5 and #6 from the Management Practices policy relate to community relations and could be added to that section. Margot will draft some policy for the board to review.

V. **Next Meeting**

Schedule a summer Board Retreat to:

1. Review Board Governance and Linkage Policies
2. Review Board Vision and Success factors
3. Review Board Interaction agreements

Tentative Date: **July 23, 2010 - 10:00 am – 2:00 pm**