

District Board - November 2010 Meeting

When: November 10, 2010

Where: Library Administration

MINUTES

ATTENDEES

Present were Board Members Ann Malkin (President), Beth Pearl-Gent, and Susan Torassa.
Absent: Ray Miao and George Riser.

CALL TO ORDER

President Ann Malkin called the meeting to order at 12:16 p.m.

OATH OF OFFICE FOR NEWLY APPOINTED BOARD MEMBER

Torassa was sworn in as an official board member by President Ann Malkin.

MINUTES

Board members noted the following changes for page 3: (1) remove “to” in first line of second paragraph, (2) add “on” to last line (after focusing) of first paragraph of Monitoring: Results Policies, and (3) add “no action taken” to last line in Executive Session. The Board accepted the amended October 13, 2010 minutes by consensus.

PUBLIC COMMENTS

None

RESULTS POLICIES

Pamela Norr of COCOA provided information about the agency’s dedication to promoting dignity, well-being, security and independence for Central Oregon seniors. Her highlights included:

- Agency has been in operation for 35 years
- Funding is through federal, state, local donations, and programs
- Over 700 volunteers at 130 agencies
- RSVP, IVC, FGP, and SHIBA are significant partners in providing needed services
- Home delivered meals have increased; for some it is the only meal of the day and the only contact with another person
- 170,000 meals on wheels annually

- Senior Centers are being used less throughout the state
- Teen-Elder Computer program coordinated through Bend high schools are very popular with focus on Facebook and digital camera use for the purpose of enhancing connections with families
- Donations have declined and usage has increased
- Needs are more varied and are not related to age
- Economy has adversely affected many seniors who previously had significant portfolios
- Alzheimer conditions, mental illness, food needs, and homelessness are increasing issues
- Advocacy groups provide information on political issues affecting areas important to seniors
- Educational sessions in the future will focus on long term care, fiscal areas, and health care
- Agency volunteers go where seniors go— an example is “coupon day” at Costco where volunteers help push carts, buy coffee/donuts, etc.

Pamela expressed appreciation for the partnership with the library. She responded to a question on how the library could be more involved by stating that partnering wherever possible would be appreciated and especially around issue-based education and possibly technology training.

EXECUTIVE LIMITATIONS

Collection Development

Dunkelberg stated that only one formal reconsideration request had been submitted in the past year and it involved a teen book. After review, the request to move it to the adult section was declined.

Technical Services Manager Lynne Mildenstein and e-Services Manager Wylie Ackerman provided highlights on the district’s collection development strategies and district results. Some of the highlights included:

- Lynne stated the well-rounded collection was due to effective results from district selectors: Graphic Novels—April Witteveen; Spanish Materials—Jimmy Harduvel; Youth Services--Cheryl Weems; Adult—Catherine Jasper
- Circulation has increased about 10% for each of the last four years; expected higher increases with new location
- Weeding aka “styling collections” factors include: Popularity, Condition, Type (Classics), and Local Interest
- Wylie provided downloadable statistics for the District and for the state’s consortium network, which showed a significant advantage of being able to access materials through the District. The wait time was significantly less through the District.

- East Bend collection strategies were discussed, including the plan to support the library's design for an open space for community gatherings and to allow shelf space for expected higher returns to this location
- Holds are on the increase
- Turnover rates were discussed, with Lynne identifying future analytical plans
- Floating collections are successful and the change has resulted in the following:
 - Significant increases of new and/or fresh materials to all locations in the first year with the percentage increase ranging from 34% to 54%
 - Insignificant shift in total number of materials
 - Significant decrease in moved materials, resulting in a savings equivalent to 2.0 FTE time

Malkin noted a significant increase in her personal use of the library's audio book collection and complimented the library's move to floating collections. Pearl expressed appreciation to the selectors and noted it was one of the most important and challenging jobs.

Pearl-Gent moved that the Board finds the district in compliance with the Results Monitoring Policy. Torassa seconded the motion which passed unanimously. (Miao and Riser absent)

Financial Conditions and Activities

Dunkelberg highlighted sections of the YTD Financial Presentation report for quarter ending 9/30/2010. He stated that the cash forward was higher than projected by \$473,000. He also stated that the Postage was over YTD because the District buys in bulk. Personal Services is expected to be tight and at or near 97% at fiscal year end, based on calculations by Brenda Stanton.

Pearl-Gent moved that the Board finds the district in compliance with the Results Monitoring Policy. Torassa seconded the motion which passed unanimously. (Miao and Riser absent)

GOVERNANCE PROCESS POLICIES

Pearl-Gent will orient new Board Member Susan Torassa on Linkage/Governance Policies at 1:30 on 11-18 in the Conference Room at Library Administration. Malkin will send out an e-mail to board members for the remaining orientation opportunities.

LIBRARY NEWS

- Library Program highlights
 - Know Crafts Month in time for the holidays
 - Night Kite Revival with two-time individual national Poetry Slam champion Anis Mojgani, two-time individual World Poetry Slam Champion Buddy Wakefield – press release and support from the Source and CTC are helping to advertise this special event

- Dunkelberg updated the Board on his school contacts with discussion on plans for future school board presentations and continuing commitment to leadership liaisons
- SDAO Certificate to Marian Thomas for award nomination
- Go e-mail – Go green results in savings of about \$8,000 a year; only one complaint in three months
- East Bend construction bids due on 11-11-10; process for awarding contract discussed
- Drive-up Book Drop in back of Bend Library is now available. Advertising through bookmarks, e-Newsletter (Chapters), and press release in December

FOUNDATION NEWS

- Successful unveiling event
- Marie complimented for excellent results and great start in new position
- Year-end letter is planned
- Foundation members desired from south and north counties
- Dunkelberg provided updates on his meetings with the Friends groups to support district programs. The District is expecting to lose state funds for the Ready to Read grant. The library is seeking to partner with the Friends groups for long and short term district-wide initiatives and programs.

EXECUTIVE SESSION

Session was cancelled.

SELF-REVIEW OF MEETING BY BOARD

Board members expressed appreciation for efficient meeting and informative presentations by COCOA representative Pamela Norr and staff members Wylie Ackerman and Lynne Mildenstein.

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

ATTEST

Todd Dunkelberg
Library Director