

# AGENDA

## WASCO COUNTY LIBRARY SERVICE DISTRICT

### BOARD MEETING

September 16, 2014  
4:00 p.m.

Location: The Dalles-Wasco County Library  
722 Court St. The Dalles, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of July 8, 2014 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. SHARED CONCERNS OF THE BOARD
- V. OLD BUSINESS
  - A. Maupin Library Building Project
  - B. The Dalles addition report
- VI. NEW BUSINESS
  - A. Appointee for empty board position  
(The bylaws state that Board members shall not be appointed for more than two consecutive full terms of four years each. Appointment to complete an unexpired term shall not apply to this limitation. After a one-year interval, a former member who has served two terms may be reappointed.)
  - B. New Director hired, board discussion on support of him/her
- VII. REPORTS
  - A. Friends of the Library Activities
- VIII. ADJOURNMENT
  - A. Set Next Meeting Date and Location
  - B. Adjourn

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING MINUTES

July 8, 2014

COMMISSION PRESENT: Corliss Marsh, Mary Beechler, Margaret Brewer, and Rita Rathkey

COMMISSION ABSENT: Diane Bungum

STAFF PRESENT: District Librarian Sheila Dooley, Library Clerk II Maggie Pando, and Library Clerk I Anya Kawka

GUESTS PRESENT: Nolan Young, City Manager for City of The Dalles

The meeting of the Wasco County Library Service District Board was called to order at 11:03 p.m. by Chairman Corliss Marsh.

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MINUTES

Mary Beechler made a motion to approve the minutes of the May 13<sup>th</sup> meeting. Rita Rathkey seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

Nolan Young informed the Board that Sheila Dooley would be retiring on September 5<sup>th</sup>. He outlined the recruitment process for the hiring of a new District Librarian with the goal of having a replacement hired by the end of August.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported on the summer reading program, Google Goodware Grant, and new AWE computer. There were no reports received from the Dufur or Maupin libraries.

OLD BUSINESS

A. Maupin Library Building Project

Mary Beechler updated the Board regarding Maupin's library building project activities. She distributed promotional posters and pamphlets. The Maupin City Council has

decided to use the current library building in Maupin as its City Hall instead of building a new City Hall as part of the project. A kickoff event for the library project is planned for fall.

#### B. Branding Project

Anya Kawka presented the District logo designs to the Board and requested approval to use them for promotional purposes. After a discussion, Corliss Marsh moved to accept the brand as presented, Rita Rathkey seconded the motion, and it was approved unanimously.

Corliss Marsh stated that the Friends of the Library would be ordering book bags with the new logo on them.

#### C. Proposed FY 2014-2015 Library District Budget

Sheila Dooley reported that the proposed budget had been approved by the District Budget Committee as presented on May 30<sup>th</sup> and adopted by the Wasco County Commissioners with no changes on June 11<sup>th</sup>.

### NEW BUSINESS

#### A. Election of Officers

Corliss Marsh nominated Mary Beechler as Chairman and Margaret Brewer as Vice-Chairman. Rita Rathkey seconded the motion and it was approved unanimously.

#### B. Materials Expenditures Formula for FY 2014-2015

There was a discussion of the materials expenditures formula for the new fiscal year. Mary Beechler requested that the minutes include the amount that was underspent by the Maupin library during fiscal year 2013-2014 (\$4,507.12). The understanding is that these funds will be budgeted for Maupin materials in a future year after the new building is built.

### REPORTS

#### A. RFID (Radio Frequency Identification) and Self-Checkout System

Sheila Dooley reported that the RFID tagging project had been completed with the self-checkout kiosk now in use.

#### B. Friends of the Library Activities

Corliss Marsh reported that the Friends' annual meeting featuring a guest speaker was scheduled for the second Wednesday in September. When the expansion project is underway, the existing book shed will be moved to the upper parking lot or demolished, depending on the cost.

#### D. Library Expansion Committee

Corliss Marsh reported that less than \$5,000 in local funding was needed to meet the \$100,000 local match.

D. Materials Expenditures Report

The materials budget was 83.6% expended as of 100% of the year. Not all of the invoices have been submitted yet so the percentage is expected to increase.

E. Library District Financial Report

The report was not available.

F. The Dalles-Wasco County Library Financial Report

The budget (excluding the contingency and unappropriated ending balance) was 90% expended as of 100% of the year. Not all of the invoices for the fiscal year have been submitted yet.

Corliss Marsh reported that an adult winter reading program in conjunction with the Friends of the Library was planned.

Promotion of the library electronically was discussed. The option of signing up to receive the newsletter electronically when applying for a library card was suggested.

Margaret Brewer moved to appoint Corliss Marsh as the Board representative on the District Librarian selection committee. Mary Beechler seconded the motion and it was approved unanimously. The Library Board members will email to Corliss Marsh the characteristics that they would like the new Librarian to possess.

ADJOURNMENT

At 12:33 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, September 16th, at 4:00 p.m. at The Dalles-Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 16th day of September 2014.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Corliss Marsh, Chair

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Mary Beechler, Vice-Chair

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Margaret Brewer, Board Member

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Rita Rathkey, Board Member