

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

February 11, 2014

COMMISSION PRESENT: Corliss Marsh, Diane Bungum, and Rita Rathkey.

COMMISSION ABSENT: Mary Beechler and Margaret Brewer

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

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 3:31p.m. by Chairman Corliss Marsh.

MINUTES

Diane Bungum made a motion to approve the minutes of the January 8th meeting. Rita Rathkey seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

Library staff member Anya Kawka was acknowledged by the Board.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported that the Oregon Library Association Conference is scheduled for April 16th through 18th in Salem. Maggie Pando updated the Board on database usage since the last meeting. Anya Kawka reported on this year's Read Across America program to be held on March 3rd.

OLD BUSINESS

A. Maupin Library Building Project

Mary Beechler reported via email that promotional literature is being designed and a potential donor list compiled. Funding from a former Friends of the Library group in Maupin will be used to pay printing costs.

B. Branding Project

Anya Kawka reported that one response had been received for logo development services from graphic designer Sarah Moore. After a discussion it was agreed to schedule a meeting with Sarah Moore to talk about the project in general. Potential meeting dates are Tuesday, February 18th, after 2:30 p.m. or Thursday, February 13th, 3:30 p.m. or later.

NEW BUSINESS

A. Vision/Master Plan Update

Sheila Dooley reported that both the Vision/Master Plan and Goals have been updated with the elimination of specific examples and goals already achieved. New goals based on the goal setting discussion are shown in red type.

After a discussion it was decided that additional goals from the Library Board's brainstorming session should be shown in italics as proposed activities.

B. Proposed FY 2014-2015 Library District Budget

There was a review of the proposed District budget and administrative fee. After a discussion, Rita Rathkey made a motion to recommend and accept the proposed budget. Diane Bungum seconded the motion and it was approved unanimously.

REPORTS

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

Sheila Dooley reported that the system was being purchased from Bibliotheca at a cost of \$44,422. Corliss Marsh and Diane Bungum volunteered to help with the tagging project. Retagging the collection with RFID tags is expected to take 3 months. The projected completion date for the system installation is June 1st.

B. Friends of the Library Activities

Corliss Marsh reported that the next book sale is scheduled for March 8th. A fundraiser for the Library Expansion Project is planned at Burgerville on March 18th from 5:00 to 8:00 p.m. The event will include a quilt raffle.

C. Library Expansion Committee

The total raised for the expansion project is \$214,490, which includes a \$25,000 grant from Union Pacific Foundation. An RFP for the 30% level of design drawings has been issued.

D. Materials Expenditures Report

The materials budget was 49% expended as of 58% of the year. The Maupin library may be underspending its allotment of the materials budget this year due to a lack of space in the current building. There was a discussion regarding making a future temporary adjustment if this occurs.

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 53% expended as of 58% of the year.

ADJOURNMENT

At 5:05 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is tentatively scheduled for Tuesday, March 11th, at 3:30 p.m. at the Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 11th day of March 2014.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh
Corliss Marsh, Chair

Abstain
Mary Beechler, Vice-Chair

Absent for vote
Margaret Brewer, Board Member

Diane Bungum
Diane Bungum, Board Member

Rita Rathkey
Rita Rathkey, Board Member