

Wasco County Library Service District

Board Meeting

March 17, 2015

Location: Maupin Library

Board Members Present: Mary Beechler, Margaret Brewer, Corliss Marsh, Rita Rathkey

Staff Present:

The Dalles: Jeff Wavrunek

Dufur: Louise Walkowiak, Sarah Tierney

Maupin: Valerie Stephenson

Meeting called to order at 3:28 by Chair Mary B.

**Minutes:** Corliss M. moved to approve the February minutes as edited under Old

Business, Vacant Board Position Nomination, to read "Carolyn Wood has applied to become a Board member to fill the vacant position on the Board. Corliss M. moved to approve the minutes as amended, Margaret B. seconded, motion carried unanimously.

**Shared Concerns of the Board:**

**Clarification of Reserve Fund.** Margaret B. requested clarification on the Library Reserve Fund. The fund is from library tax dollars and are Library District funds.

**Minute and Note Taking Role at Board Meetings.** Due to the absence of Amy

Schoppert the Assistant Director, Rita R., took the minutes at the February Board meeting, with corrections to detail by Amy S. and Jeff W. Rita will take minutes at this meeting as Amy was unable to attend due to library duties. However, there was concern that this did not allow the Board members, especially the member taking

minutes, to fully participate in the meeting. The Board requested, and Jeff agreed, that Amy take the minutes at the meetings in The Dalles. There will be two meetings a year at Maupin and two meetings a year at Dufur, at these meetings there will be a recorder for Amy S., to transcribe minutes.

**Email Problems.** All Board members reported that they did not get the agenda, director's report, policy for revision, etc. that was to go out prior to this meeting. Fortunately Jeff W. did bring extra packets and members shared these documents.

However the Board requested 1) that Amy S. test out the email situation prior to the next Board meeting in April, and 2) that the packets be sent out at least three days in advance of the meeting.

### **Directors' Reports:**

The Dalles. Jeff included his monthly report in the packet, members were able to read the report at the meeting, there were no questions, members did comment on the excellent attendance for the programs in February, especially the Medieval Fair.

Dufur. Sarah reported they are participating in Read Across America.

The theme for the summer programs will be heroes.

Maupin. Valerie reported that the Chili Cook Off to raise funds for the new building netted \$ 1,500. A Poetry Event is coming up, there will be an open mike and everyone will leave with a completed poem. Maupin is also working on summer library programs.

### **Old Business**

**Current At Large Vacant Board Position Nomination:** Corliss M. moved that we the Library Board make a recommendation to the County Commissioners that Carolyn Wood fill the vacant At-Large-Position on the Library Board. Margaret B. seconded and the motion passed unanimously.

### **New Business:**

**Review of "Materials Loan Policy"** The Board reviewed the current policy, which was approved in 2008, several needed changes were noted such as the overdue charges being too low. Jeff will bring a revised "Materials Loan Policy" next month for Board approval. Final approval will be obtained by the County Commissioners. Jeff will also include another policy for review in the Board packet for April.

**City Administrative Fee.** Jeff noted that the City charges an administrative fee to the Library for services such as finance, payroll, human resources, and legal advice. This administrative fee is increasing next fiscal year from around \$40,000 to almost \$87,000, which greatly concerned the Library Board. Mary reported that the Library does have an intergovernmental agreement with the city; Jeff will look for that document.

**Financial Review.** Jeff reported there have been two new hires, the Teen Librarian will be on the job April 13, the birth to 4<sup>th</sup> Grade Librarian will be starting March 30<sup>th</sup>.

**Updates:** There were no Updates.

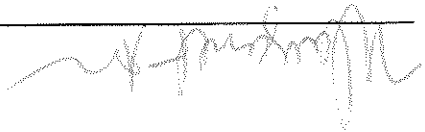
Meeting adjourned 4:43 pm, Next Meeting, April 14<sup>th</sup> 3:30 pm, The Dalles.

Respectfully Submitted, Rita Rathkey

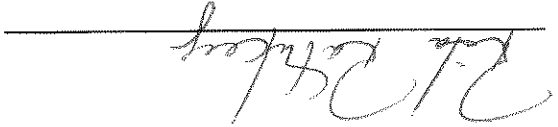
WASCO COUNTY LIBRARY SERVICE

DISTRICT BOARD OF DIRECTORS

Mary Beechler, Chair



Margaret Brewer, Vice-Chair



Rita Rathkey, Board Member



Corliss Marsh, Board Member