

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

November 12, 2013

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

COMMISSION ABSENT: Diane Bungum

STAFF PRESENT: District Librarian Sheila Dooley and Library Clerk II Maggie Pando

GUESTS PRESENT: None

The meeting of the Wasco County Library Service District Board was called to order at 3:30 p.m. by Chairman Corliss Marsh.

MINUTES

Mary Beechler made a motion to approve the minutes of the Library Board meeting of October 15th. Rita Rathkey seconded the motion and it was approved with the members voting in favor with the exception of Corliss Marsh who abstained.

LIBRARY DIRECTOR'S REPORT

The written monthly report for The Dalles-Wasco County Library was presented for information. Sheila Dooley reported that the circulation statistics for March through October 2013 had been adjusted with the Tumblebook database usage removed from the count.

Mary Beechler updated the Board on the South Wasco County Library, including a recent break-in and theft of a small amount of cash. Librarian Sarah Hennessey is expected to be gone on a leave of absence until at least May 2014.

SHARED CONCERNS OF THE BOARD

Sheila Dooley reported on issues related to library drive-up book drops. She will remind the staff to follow closure procedures to ensure the book drop is unlocked each night.

DISCUSSION

A. Library Board Bylaws and Library Policy Review Process

Sheila Dooley reported that the new members had recently received background information related to the library. Corliss Marsh recommended reviewing one library policy each month. After a discussion, there was a consensus to schedule a goal setting session for Tuesday, January 7th, at 4:00 p.m. at The Dalles-Wasco County Library.

Sheila Dooley updated the Board on the request for proposals process and timeline for the RFID (Radio Frequency Identification) system selection.

OLD BUSINESS

A. Maupin Library Building Project

Mary Beechler reported that the next step would be the revamping of the architect's drawings.

B. Branding Project

Mary Beechler reported that the branding committee would be meeting on December 3rd. The District survey of library patrons is continuing with the input to be used when developing a tagline.

NEW BUSINESS

A. FY 2014-2015 Budget Goals

There was a discussion regarding the preliminary list of budget goals. The goals will be revised after the January 7th goal setting session.

Anya Kawka will develop signage to promote the genealogy databases.

REPORTS

A. Library Mobile App Usage

Maggie Pando reported on the recent mobile app usage. Staff promotion of the app at the circulation desk will be encouraged and additional signage posted.

Corliss Marsh stressed the need to have all staff members trained in the use of mobile devices to enable them to provide assistance to the public at all times the library is open.

B. Friends of the Library Activities

Corliss Marsh reported on Friends of the Library activities including the recent book sale and membership mailing.

C. Library Expansion Committee

Sheila Dooley reported that funds raised for the expansion project totaled \$81,387 (not including the \$100,000 match from a local family). Proceeds of \$2,771 from the Book Lovers' Ball are included in this total.

D. Materials Expenditure Report

The materials budget was 26% expended as of 33% of the year.

E. Library District Financial Report

The report was not yet available.

F. The Dalles-Wasco County Library Financial Report

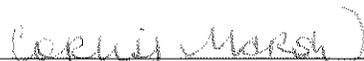
The budget (excluding the contingency and unappropriated ending balance) was 30% expended as of 33% of the year.

A library sponsored Facebook workshop for the public was suggested.

At 4:45 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next Board meeting is the goal setting scheduled for Tuesday, January 7th, at 4:00 p.m. at The Dalles-Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 7th day of January 2014.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS



Corliss Marsh, Chair



Mary Beechler, Vice-Chair

Absent

Margaret Brewer, Board Member

Abstained

Diane Bungum, Board Member



Rita Rathkey, Board Member