

BANKS PUBLIC LIBRARY BOARD

Meeting Minutes – Tuesday, November 19, 2013

Attending: Teri Branstitre, Pete Edison, Marion Steinbach, JoAnn Pari-Mueller and Lynda Goovaerts

Staff: Denise Holmes; **Absent:** Michelle Winter,

Call to order – 6:38PM

Roll Call - attendees declared presence.

Welcome & Introductions – Welcome back Lynda Goovaerts a previous board member.

Appearance of interested citizens – None

Changes or Additions to agenda – Wifi/Internet Policy revisions added

Approval of minutes – Minutes were unanimously approved on a motion by Teri and seconded by Marion.

OLD BUSINESS

Distribution of Boards, Commissions & Committees Handbook – All were asked to read outside of meeting, sign and return to Denise. One correction, strike out “employee” on the form.

Library Expansion Update – Work continues on grant packages. Denise reported that Brett is confirming all- inclusive increase in price percent from 2013 through 2015.

Policy Review – Exhibit and display policy. Each section was discussed as a board. Board dialog centered on making sure the policy clearly defined exhibit, display and standard display period. A question was brought up about including advertising for special events at businesses. Denise and board will polish document before submitting to the City Attorney.

Update to WiFi Use Policy – Denise distributed a revised draft of the WiFi Guidelines. The text is now in line with the recently adopted Internet Use Policy. This policy must be accepted by all library WiFi users before Internet access is allowed. The board was asked to look it over and return any comments by the end of December.

NEW BUSINESS - REPORTS

City report

- Nuisance abatement process discussed. Procedures need to be created.
- Billing section of water ordinances – Taking steps to change bankruptcy situations.
- Youth protection policy – Discussion on employees and volunteers working with youth.
- Jim Hough Citizenship award – Kathie Jackson and Jim Lucas were honored with the award. Jim Lucas’ widow received award.
- Swore in Angie Lanter as City Recorder.
- Storage of motor vehicles on streets – City working with police to change from rule from 24 hours to 48 hours allowed, not including holidays and weekends.
- City Council Retreat – Prioritized goals differently this year. Top 7 goals were selected and each Council member was assigned a goal.
- City Counselors’ committee liaison assignments were reviewed and some changes were made.

- Volunteer Handbook was adopted.
- 2014 operating calendar approved.
- Spirited discussion on business licenses.
- City received an ODOT/LCDC grant to help create design/upgrade for Main Street.

Executive Board Report

- The Board is in the process of looking at levy and reimbursement formula. Policy group divided into several subcommittees. The Core Services subcommittee is charged with identifying a set of core services that all member libraries need to provide. It is expected that the cost of providing these core services will be factored into the reimbursement formula and levy rate.

Directors Report

- Financial report – Library finances are in good shape; mileage reimbursement will exceed budget.
- Computers – Waiting for money to come in from tax rolls before ordering – target February.
- OLA Standards – Are being revised. It is hoped that the new standards will help with identification of thresholds for core services.
- Currently shuffling staff due to vacancies. Difficult to find on-call staff due to current pay rates.

Friends Report

- Barnes and Noble Book Fair – Store event November 23, 2013 and on-line event November 23-28, 2013.
- Cemetery Dinner – Saturday, December 7, 2013. Friends will have a booth.
- Membership renewal time.
- Oregon Reads 2014 event – Jointly-sponsoring event with North Plains PL to be held January 17th, at St. Edwards Church in North Plains at 7PM. Readings and celebrations will honor Oregon's most notable poet laureate, William Stafford.
- Barnes and Nobles gift wrapping fundraiser – volunteers will be needed to fill shifts.

Committee Round Table Discussion

- Denise Holmes stated that city staff has put a lot of time and effort into creating manuals. City Manager, Jolynn Becker has worked tirelessly on the manual project.

Meeting adjourned – 8:29PM

Next meeting – It was decided December meeting will not be held. Next meeting will be Tuesday, January 21, 2014, at City Hall, 6:30 pm.

Meeting minutes respectfully submitted by,
Lynda Goovaerts and Denise Holmes

