

BANKS PUBLIC LIBRARY BOARD
Meeting Minutes—May 21, 2013

Attending: Teri Branstitre, Pete Edison, Michael Nelson, Marion Steinbach and Michelle Winter
Staff: Jolynn Becker, Denise Holmes
Absent: JoAnn Pari-Mueller

This meeting was called to order at 6:40pm

Welcome & Introductions

Appearance of Interested Citizens – None

Additions to Agenda – None

Library Board Minutes –Marion Steinbach moved that the April minutes be approved. Michael Nelson seconded the motion and it carried unanimously.

Employee Evaluation Process—City Manager Update

Jolynn Becker presented new forms to be used for performance evaluations. Before its regular June meeting, the Board will hold executive session (without Denise and without Peter Edison) to discuss input for Denise Holmes' evaluation. Teri will compile the comments, which will be forwarded to Jolynn to be included with her evaluation of Denise. Jolynn will provide the Board with both the old and new Director's job descriptions by the executive session.

Patron Behavior Policy—City Manager Update

- The policy has been reviewed by the City Attorney and returned with corrections.
- Michael moved we make corrections discussed and Marion seconded. The motion was carried unanimously.

Library Board Membership

Marion's term expires July 2013. Michelle Winter moved the Board recommend her reappointment to the City Council. Michael Nelson seconded and the motion was carried unanimously.

Library Expansion Update

- Christine Fore is working from the City Council offices where she has access to reliable Internet service and a city email address and voice mail.
- We have a schedule for grant application submittals, including pre-applications, letters of inquiry and full applications, depending on the requirements of the potential grantors. We are expecting to have made the required initial contact with all the major funders by July 1st.

Policy Review—Internet Guidelines

- There was much discussion. Denise will incorporate the revisions for the Board to review at the next meeting.
- If the Board approves the changes, the policy will then be sent to the City Attorney for review.
- If time allows, revisions to the related policy, governing Wireless Use, will be reviewed at next meeting.

City Update—

- Denise presented a progress report on Phase 2 of the Library Expansion Project to Council.
- Emergency Response coordination will initially concentrate on handling a gunman in the school.
- New zoning ordinance — mixed use and low density designations were added
- Added new councilor Dan Keller.
- Adopted a resolution for set a rate schedule for parking fines and traffic violations
- Selection procedures were approved for Jim Hough Citizenship Award.
- Approved damages settlement with League of Oregon Cities regarding City Manager selection process.

Executive Board Report –

- Meeting May 22nd.
- Denise was part of the Library Director panel that presented at the retreat. There was good discussion about the value of libraries and how to best fund them to ensure their success.

Director's Report –

- Getting ready for self-evaluations, summer reading program and revising the capital assets inventory.

Friends Report –

- The Plant and Book was fabulous! Profit about \$2,000.
- June 23rd will be the Build-A-Burger fundraiser at Log Cabin Inn, on Highway 6.

Meeting adjourned 8:26pm
Next Meeting June 18, 2013, 7pm
Executive Session 6pm

Respectfully submitted,

Michelle Winter and Denise Holmes