

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

August 17, 2010

2:00 p.m.

Location: Southern Wasco County Library  
410 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of June 22, 2010 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. OLD BUSINESS
  - A. Reimbursement for Indirect Administrative Service Costs
- VII. NEW BUSINESS
  - A. Election of Officers
  - B. Recommendation Regarding Allocation of Materials Budget
- VIII. DISCUSSION
  - A. Vision/Master Plan Status
- IX. REPORTS
  - A. Materials Expenditures Report

B. Library District Financial Report

C. Financial Report for The Dalles-Wasco County Library

X. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

June 22, 2010

COMMISSION PRESENT: Mary Beechler, Lynn Cotter, Corliss Marsh, and Diana McElheran

COMMISSION ABSENT: CeeCee Anderson

STAFF PRESENT: District Librarian Sheila Dooley, Southern Wasco County Librarian Sarah Hennessey, and Dufur School/Community Librarian Louise Walkowiak.

GUESTS PRESENT: City of The Dalles City Manager Nolan Young and Library Clerk II Maggie Pando

The meeting of the Wasco County Library Service District Board was called to order at 4:00 p.m. by Chairman Mary Beechler.

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RECESS TO EXECUTIVE SESSION

At 4:00 p.m. Chairman Mary Beechler recessed the meeting to Executive Session in accordance with ORS 192.660 (2) (i) to review and evaluate the performance of a public officer.

RECONVENE TO OPEN SESSION

The meeting reconvened to Open Session at 4:31 p.m.

MINUTES

Diana McElheran moved to adopt the minutes of the April 13<sup>th</sup> meeting. Lynn Cotter seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

City Manager Nolan Young was introduced to the Board.

NEW BUSINESS

A. Amendment to Third Intergovernmental Agreement between Library District and City of The Dalles

Sheila Dooley presented the proposed amendment to the Intergovernmental Agreement, which addressed reimbursing the City of The Dalles for administrative and overhead costs related to the library operation. There was a discussion regarding the method of determining the amount to be reimbursed. City Manager Nolan Young reported that the \$37,000 reimbursement in the FY 2010-2011 budget was arrived at by looking at the charges related to the 911 Center, Parks and Recreation District, and City Street Fund.

Mary Beechler asked Sheila Dooley to find ways to minimize future administrative costs.

It was agreed that Nolan Young, Sheila Dooley, and City Finance Director Kate Mast would meet prior to the next Library Board meeting to further discuss tracking information related to the fee.

Corliss Marsh moved to approve the Third Intergovernmental Agreement between the City of The Dalles and Wasco County as amended on page 2, sections 4.3 and 4.4  
Lynn Cotter seconded the motion and it was approved unanimously.

Diana McElheran moved to direct the Library Director to put together a plan to accurately define the administrative fees for The Dalles and Maupin for the next Library Board meeting. The motion was seconded by Corliss Marsh and approved unanimously.

OLD BUSINESS

A. 2010-2011 Proposed Library District Budget

Sheila Dooley reported that the Library District budget was adopted by the Wasco County Board of Commissioners with no additional changes. Sarah Hennessey stated that Maupin Finance Director DeOra Patton would be sending the Board a copy of the approved Southern Wasco County Library budget.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles library and the library stations was presented for information. Mary Beechler asked about replacing the Apple computer at the Tygh Valley station at an estimated cost of \$1,000. Sheila Dooley said it would depend on the cost of the other computers to be purchased.

Sarah Hennessey distributed the Southern Wasco County Library report for information.

Louise Walkowiak reported on summer reading activities at the Dufur library.

SHARED CONCERNS OF THE BOARD

It was decided to schedule a Library Board visit to the Fort Vancouver Regional Library's Main Branch and the Multnomah County Library's Kenton Branch for Tuesday, July 20<sup>th</sup>.

There was a discussion of the \$75 annual fee for a non-resident library card. This issue may be revisited later in the year depending on the Hood River County Library's situation.

## DISCUSSION

### A. Discussion Regarding Future Automation Plans

Library Clerk II Maggie Pando demonstrated SageCat, the automated catalog used by libraries in Eastern Oregon. There were several questions regarding the Sage System to be referred to the Sage System Manager. The Board asked Sheila Dooley to have the City Attorney review Gorge LINK's contract with the current vendor, SyrsiDynix.

Lynn Cotter presented several floor plans with ideas for rearranging the layout of The Dalles library.

## REPORTS

### A. Materials Expenditure Report

The written report was included for information.

### B. Library District Financial Report

The written report was included for information.

### C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 86% expended as of 92% of the year.

## ADJOURNMENT

At 6:12 p.m. the meeting was adjourned by Chairman Mary Beechler. The next meeting was tentatively scheduled for Tuesday, August 10<sup>th</sup>, at 2:00 p.m. at The Dalles-Wasco County Library.

APPROVED by the Wasco County Library District Board of Directors on the 17th day of August, 2010.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Mary Beechler, Chair

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Corliss Marsh, Vice-Chair

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CeeCee Anderson, Board Member

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Lynn Cotter, Board Member

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Diana McElheran, Board Member