

JUNCTION CITY PUBLIC LIBRARY BOARD MEETING

January 22, 2018

The Junction City Public Library Board met in regular session on Monday, January 22, 2018, at the Junction City Public Library, 726 Greenwood Street, Junction City, Oregon.

PRESENT WERE Library Assistant, Freda Darling, Library Board Chair, Chris Vanderlinde, Library Board Members, Sarah Goracke, Evelyn Alford, and Library Director, Lynn Frost.

1. Call to Order

Ms. Vanderlinde called the meeting to order at 7:05 p.m.

2. Changes to the Agenda

There were no changes to the agenda.

3. Approval of Minutes

Minutes of the December 2017 meeting had some changes. The sentence "The Board agreed to have an information night at the library on Tuesday in February, 20 [was changed to] Monday the 26th. [Then the idea of an informational evening was later revoked, as there will not be an information night, because the format of an information questionnaire/survey to have been distributed via the utility bill could not be agreed upon at various levels.]

4. The Monthly Expenditure Report

Observations were made about the Expenditure Report, which was up to date as of the Library Board meeting, i.e., January 22, 2018.

The book line item is under-spent. It stands at 33.56% of its budgeted \$17,000 amount, and the fiscal year is at 57.86%.

Computer Software Support was allotted \$400, and it is overspent by \$371.31. Director Frost will ask Finance Manager Drake how that happened.

Supplies and Book Repair has gone over its \$600 allotment. A Board member questioned if more was to be spent in that category, and indeed yes, Library Assistant Darling pointed out, the library needs more plastic cover for paperbacks.

The protocol of the *Materials and Services* section of the budget not to be over-spent in a given fiscal year was outlined by Director Frost.

5. Business

Volunteers who have gone through background checks, and are being trained in library operations by Library Assistant Darling include Lisa Bowen, Sandra Houmes, Kathleen Kinkade Edie Moro, Susan Pesti-Strobel and Chris Vanderlinde.

Director Frost was given the task of composing a questionnaire on library services, including materials, programs, open hours, computer use and training, and respondents' interest in being a library volunteer with contact information. Accompanied by this, was an invitation for respondents to help shape the future of Junction City Public Library, an invitation to come to an open house and tour of library services. The page also offered a short list of programs, collections and library services.

The document, which would have been included in a city utilities mailing, has undergone four revisions. Board Chair Vanderlinde said that the Board needs to figure out if we as a Board want to do anything at all in this regard, since it will not be included in the January 24 billing. She also pointed out that said document must go through five levels of approval, and it may not be the right approach to take. The levels: The Library Board, The Community Services Director Boldon, the Community Services Committee, the City Administrator, Knope and the City Council. Ms. Vanderlinde said that she, Director Frost, and Library Assistant have put in more than enough time on the document, that we postpone any thought of an open house, and table the idea of a questionnaire/survey. The main goal is to get people into the library for an open house.

Chair Vanderlinde said that we, as a Board, need to figure out if we want to do anything at all, and questioned if we would get a response from any kind of questionnaire or survey that was created. In the meantime, the decision has been made to reduce library staff, and is on its way to approval.

Board member Goracke questioned the goal of the document, an open house or a questionnaire. We need to publicize the parts of the library that are available, and the services will thereby be enhanced. Perhaps the finalized questionnaire survey should be given to walk-ins. The other audience is that if people who live in the outlying areas. There are criteria to get it into the school parent newsletters.

Board member Alford said that It may be possible to include it with the utility billing statements of the outlying four utility companies.

Board member Alford questioned if we were comfortable that this needs more process, and that we should be thinking about this matter, and bring our ideas to the next library board meeting. We should hold this discussion until the budget is finalized. Chair Vanderlinde said that that is done in May.

Library Director Frost expressed the notion that perhaps there could be a different paradigm of community services, perhaps more overlap in staffing, volunteers and shared spaces.

Library Assistant Darling told of the meeting of herself, Library Director Frost and Community Services Director Boldon on Thursday, January 8 to discuss the library and the Summer Reading Program. Director Frost has handed Director Boldon the list of performers from which to choose, along with comments of those performers who have come here. The list was created by the youth services staff at Eugene Public Library. Director Boldon will be assembling the Summer Reading Program events.

There was discussion on how to distribute the questionnaire, and what it should contain. Chair Vanderlinde said that there needed to be a lot more time dedicated to the process, and we shall proceed next month after board members have time to think about the library's needs, what should go on the questionnaire, how to distribute it, how to recover actual questionnaires. Director Frost will look at professional literature regarding volunteer staffed libraries and the questionnaire we are attempting to write.

Chair Vanderlinde, mentioned Sherry Lemhouse of Brownsville, who has a big following, given the size of Brownsville. The library provides legos, storytime, makerspaces with materials, along with traditional library materials.

At the end of this fiscal year, Library Board Member Rochelle Heidt's position is up. We need to advertise for this position. There is a city protocol for doing this.

Director Frost said that Community Services Director Boldon will be doing the organizing of the Summer Reading Program. This may or may not involve soliciting the Education Together Foundation and the Soroptimists of Junction City for financial support.

The list of performers compiled by the Youth Services Staff of Eugene Public Library with observational notes Director Frost was to given to Community Services Director Tom Boldon.

Library Assistant Darling listed the five people who have passed background checks and what they will be doing. Ms Darling has been training them.

6. Adjournment

As there was no further business, the meeting was adjourned at 8:00 p.m.

ATTEST:

Lynn Frost, Library Director

The next Library Board meeting: February 12, 2018.