

JUNCTION CITY PUBLIC LIBRARY BOARD MEETING

February 14, 2018

The Junction City Public Library Board met in regular session on February 12, 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, Rochelle Heidt, Jacquelyn Morrow, Evelyn Alford, and Library Director, Lynn Frost.

1. Call to Order

Ms. Vanderlinde called the meeting to order at 7:02 p.m.

2. Changes to the Agenda

There were no changes to the agenda.

3. Approval of Minutes

Board member Evelyn Alford made four corrections in the January 23, 2018 minutes. These corrections will be made. The minutes were approved as amended.

4. The Monthly Expenditure Report

The book line item is under-spent. It stands at 33.69% of its budgeted \$17,000 amount. The reason for the stand-still, is that books have been given to the library by the Library of Congress through Senator Ron Wyden, additional books were purchased through National Geographic. These have gone through processing in the month of January. The Board agreed to spend the entire budget line item, in case it does not carry over to FY 2018/19.

5. Business

During the month of December, Director Frost wrote and pasted up a possible insert to go into the next utility billing. It was meant as a questionnaire. This was edited and revised three or four times by other members of Junction City administration, and finally omitted. Using the draft, Director Frost re-purposed the document to become the library page of the spring Program Guide.

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. Ms. Darling wrote a procedures manual for use at the front desk. The directive for the library to be open 40 hours/week remains. The public library in Winston has 30 volunteers to cover 26 or so open hours. Winston also has no budget for books, and it has a library foundation. Board member Heidt asked what if volunteers came that we would not want to have as volunteers. Ms. Darling said that so far, the volunteers have been agreeable. Director Boldon suggested that the applicants could be interviewed.

Board member Alford posed the question, who was to maintain the website.

The procedures to become a board member were addressed, since Ms. Heidt's term will be over at the end of this fiscal year.

The Library Board concurred that the draft that Director Frost created for the purpose of the spring Program Guide was a good design. The purpose of the Program Guide page for the library, was essentially to recruit volunteers. Board Chair Vanderlinde suggested that a questionnaire could be written and given to people who walk into the library.

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.