



94341 Third Street, Gold Beach, OR 97444; 541-247-7246

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

February 11, 2014 at the Curry Public Library

Minutes by Jeremy Skinner

1. Meeting called to order at 5:17 by Martha Jain Stewart
 - In attendance: Jeremy Skinner, Martha Jain Stewart, Sandy Grummon, John Harper, Alan McGuiness, Jerry Herbage, Sandy Mathers
2. Citizen concerns (none reported)
3. Review of Minutes from December 10th meeting
 - typo will be amended (spelling of Alan McGuiness's name on page 2)
 - Alan McGuiness moved to approve the minutes with amendment; Sandy Grummon seconded the motion; the vote in favor was unanimous
4. Friends of the Library Report by Sandy Grummon
 - The Friends' annual book sale is coming up Feb. 14th-17th
 - The space has been prepared with lots of volunteer help, and the sale is well stocked with books and baked goods.
5. Financial Report
 - The building maintenance budget line 92030 continues to be overspent because of unplanned maintenance needs earlier in the fiscal year.
 - Jeremy is going to review accounts with contracted services starting with pest control.
 - The library received another large payment on the old library building (\$20,006) from Jim Johnson.
6. Director's Report by Jeremy Skinner
 - Jeremy reviewed the key projects he has been working as detailed on the attached director's report.
 - Key items discussed included:
 - o Report on beginning new paperwork for wetlands project
 - o Progress on e-rate paperwork and re-negotiating contract for telecom, and exploratory work on repairing telephone system.
 - o Progress on library website redesign.
 - o Planning for Oregon Reads 2014 to take place in March.
 - o Summer music programing has been scheduled and a schedule for summer programming for all county libraries will be created

- Overview of Special Districts of Oregon Best Practices program
- Library Personnel policy draft (board will review draft documents and comment at next meeting)

7. Old Business

- Update (by Jeremy Skinner) on inquiries to Jason Adams about providing regular maintenance for heat pump units, air filters, and outdoor lighting. Adams will charge \$35/month for this work.
- The gift of a piano from Adelle Corbin has been accepted; the old piano has been taken away.

8. New Business

- John Harper obtained a bid for the fabrication of a culvert grate for the outflow pipe on the northeast side of the library. The bid was for \$350. Jerry Herbage moved that the bid be accepted and paid for from the wetlands project budget. The motion was seconded by John Harper. The vote was unanimously in favor of the motion.
- A budget officer is needed to begin the approval process for the FY 2014/2015 budget. Jerry Herbage moved that Jeremy Skinner be appointed budget officer. John Harper seconded the motion. Jeremy will bring a budget calendar to the March meeting.
- Jeremy was asked to make inquiries with Special Districts of Oregon about the possibility of having an accelerated checking account through American Express.

Meeting was adjourned at 6:10 pm.