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## CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

May 13, 2014 at the Curry Public Library

Minutes by Jeremy Skinner

1. Meeting called to order at 5:40 pm by Martha Jain Stewart
  - In attendance: Jeremy Skinner, Martha Jain Stewart, Sandy Grummon, John Harper, Alan McGuiness, Jerry Herbage, Greg Empson (guest); Migs Scalici (guest); Wendy Abel (guest)
2. Citizen Concerns
  - No citizen concerns were voiced.
3. Review of Minutes
  - Review of minutes from April 8 Board meeting. A correction to the mis-spelling to the word dessert was recommended and the deletion of an extra word. Sandy Grummon moved that the minutes be approved with the recommended corrections. Alan McGuiness seconded the motion; the vote in favor was unanimous.
  - After a review of the minutes from the special May 8<sup>th</sup> meeting, Sandy Grummon moved the minutes be approved. Jerry Herbage seconded the motion; the vote in favor was unanimous.
4. Friends of the Library report given by Sandy Grummon
  - The Friends of the Library silent auction is going well.
  - So far, there are approximately \$2,000 in bids.
  - Plans for the May 30<sup>th</sup> Dessert Auction are going well.
5. Financial Report
  - There were no notable expenditures or revenues be discussed from the month's financial report. Jeremy Skinner noted that the expenditures for the month are higher than normal with end of the year book acquisitions.
6. Director's Report given by Jeremy Skinner
  - All of the details of the Director's Report are outlined in the attached report.
7. Old Business
  - Wetlands Project: The project consultant Migs Scalici was in attendance. Copies of the recent response to the Library's new wetlands report from the Army Corps of Engineers were distributed. Scalici explained the key components of the

Library's plan, and the Army Corps of Engineers response. The Corps has requested a more complete plan that includes more compensatory mitigation (Scalici is not sure yet how much is needed), as well as documentation that the plan meets the standards of other regulatory agencies. In response to the question of whether or not the Library will be able to finish the project by the end of this summer, Scalici said that he thinks this is still possible with few additional costs. He plans to contact the appropriate agencies and re-write the plan this week. Jeremy Skinner, Martha Jain Stewart, and Sandy Grummon scheduled a call with Scalici for a progress report on Monday May 19<sup>th</sup> at 1:00 pm.

#### 8. New Business

- New Trust Agreement for Special Districts Insurance Services (SDIS). Wendy Abel was present for the discussion. Sandy Grummon asked if there was any way the Library could save on building insurance by moving away from SDIS. Wendy Abel affirmed that this would not be possible, and provided a quote to show the difference. There were no further questions and Jerry Herbage moved that the Library District sign onto the new SDIS Trust Agreement. Martha Jain Stewart seconded the motion; the vote in favor was unanimous. A second motion was made. Jerry Herbage moved that the Jeremy Skinner be delegated the responsibility of signing the Trust Agreement. John Harper seconded the motion; the vote in favor was unanimous.
- The Estate of Harald Haug. Jeremy Skinner announced that the library has been designated as the beneficiary of the Harald Haug estate. The Library is waiting to hear from the executor of the estate, Mitchell Kuljis, to find out the details of the value of the estate and when it will be transferred to the Library. The Board was excited by this development and briefly discussed the possibility of paying down the Library building debt.

#### 9. Presentation of the New Library Website.

- Jeremy Skinner showed the key features of the new website. While the organization of the site is in good shape, there is still work to be done on site imagery, colors, and the overall aesthetics. The website address was given to the Board members so that they can review it, and provide feedback over the next month.

#### 10. Closed Session

- Plans were made for a performance review of the Library Director. A second executive session was scheduled for May 20<sup>th</sup> at 5:15 p.m.

#### 11. The Meeting was Adjourned at 7:00 pm.

## **Library Director's Report**

**May 13, 2014**

### Seed Library

- Karen Helgesen (Friends of the Library) and Scott Thiesen of the Extension Office met with a representative of the Coquille Valley Seed Library as we compile information on a potential seed library.
- Following the meeting, I drafted the attached Seed Library plan, which Scott and Karen have commented on.
- Next steps: We are investigating formal training opportunities and working on a formal budget. I will present the plan to other librarians in Curry County at the CCLN meeting on June 3.

### Grants

- The library was awarded (through the Friends of the Library) \$825 dollars for adult educational programming by the Curry County Cultural Coalition.
- The library was awarded \$600 for summer reading from the Wild Rivers Foundation for Summer Reading.

### OLA Conference

- Jeremy, Alta, and Jordan attended the Oregon Library Association conference in Salem on April 17-18.
- The conference provided us all with some practical skills and ideas for improving the library.

### Staffing and Staff Training

- The Library was closed for an all-day staff training on May 5th. See the attached training agenda.
- Sandy Mathers is cross-training me and Jordan on aspects of her job to ensure there will not be any gaps in library services when she retires.
- The current transition plan is for a new cataloger/technical services job description to be drafted in June. The job would be advertised at the end of July/beginning of August, and it would be filled by the end of August. The library would operate for part or all of August with increased part-time staffing following Sandy's last day.
- Jeremy is attending an SDAO training on hiring on June 6th.

### Non-fiction Collection Development

- Acquired over 200 "Very Short Introductions" by to fill in gaps in the non-fiction collection

### Ray's Food Place Rewards Program

- The library is officially listed as a beneficiary of the Ray's Rewards Program.
- Cardholders just need to go online or call to select the library as their beneficiary of choice. The library will receive 1% of all purchases by these customers.

#### Staff Performance Reviews

- All library staff including part-time employees have been scheduled for end of the FY performance reviews in June.

#### Summer Reading

- The summer reading schedule is complete, and promotion will continue through the month of May.

#### Research for Library Community Room

- I began to research what would be involved in building a community room in an effort to put together a long-term plan with needs and benchmarks. I am currently reading *The Green Library Planner* by Mary Carr. I also asked John Harper to put together his thoughts on some of the basic considerations that would need to be passed onto a potential architect.

#### Jeremy's meetings and outreach

- In April I attended the Oregon Library Association conference.
- In May and early June I will be attending a SDAO hiring training in Medford and I will be meeting with the State Library staff as a part of the State orientation for new library directors.