



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

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

November 10, 2015 at the Curry Public Library

Minutes by Jeremy Skinner

1. Call to Order @ 5:15 pm by vice-chair Sandy Grummon
 - In attendance: Sandy Grummon (Lib. Board), Jerry Herbage (Lib. Board), John Harper (Lib. Board), Tim Scullen (Lib. Board), Jeremy Skinner (library director), Jordan Popoff (library staff)
2. Citizen Concerns
 - none
3. Review of minutes from October 13, 2015
 - After a discussion of some minor clarifications to the minutes, Jerry Herbage made a motion to approve the minutes as ammended; John Harper seconded the motion; the vote in favor was unanimous.
4. Friends of the Library Report (Sandy Grummon)
 - The Holiday Bazaar is coming up on November 20-21. FOL will have a booth to sell as new books for \$5 each.
 - January 23-24 is scheduled as the official launch event for the Library Learning Center project. Mitch Kuljis will be in attendance and will be presenting about the life of Harald Haug. Rachel Hofer has agreed to be the emcee for the event. The event will also be the unveiling of a touchscreen display in the library entryway, which will provide information on the learning center project. The touchscreen will be funded by the Friends of the Library through grants and donations.
 - The Friends have started a grant-writing committee, which is being chaired by Bryan Moe. They have submitted a \$1,000 grant to the Curry County Cultural Coalition for the display; they have also submitted a \$1,000 grant to the Oregon Community Foundation to help fund the creation of a new FOL website.
 - The FOL have begun work to establish a separate 501c3 foundation with an organizational structure appropriate for managing large sums of money. The foundation will be responsible for establishing an endowment for the library, for coordinating future capital campaigns, and making decisions about how to financially support library programs.
 - Tim Scullen asked for clarification about the role of the FOL in the learning center project, and if there is a conflict of interest of having a library board

member also serving on the board of the FOL. Sandy Grummon clarified that the FOL are carrying out the stipulation in Harald Haug's will that they make decisions about the disposition of his estate. The membership of the FOL voted to delegate this decision making authority to its board, and during the past 6 months, the FOL board has narrowed its discussion of the disposition of the Haug estate to a learning center addition to the library. This focus is in line with the Library Board's approved strategic plan of 2014-15, and the input received from the public through stakeholder meetings and surveys. All decisions made by the FOL relating to the learning center will be forwarded onto the Library Board for discussion and formal approval. As for Scullen's question about a conflict of interest, Jerry Herbage noted that the only legal concern is if three or more Library Board members are working together to plan library policy. In this situation, Sandy Grummon is the only library board member serving on the board of the FOL.

5. Financial Report

- Skinner stated that there were no unexpected expenses for the month.
- Herbage asked if the library budget is adequate to allow the library to proceed with seeking bids for architectural services, since this would imply that we have the funding in place to proceed with the entire building project. Skinner responded that although the full funding for the building project has not been secured, architectural services are necessary to more precisely determine the cost of the project, and help us proceed with major grant applications. Skinner agreed to present a timeline and funding plan for the entire project at the next board meeting.

6. Directors Report (see handout)

- Skinner announced that the library would be receiving a \$3,998 grant from Trust Management Services for technology upgrades to the children's room of the library.
- Skinner provided a review of the library's stats for October, noting that the adult circulation numbers are down, while youth circulation and programming attendance is up.
- Skinner reviewed the printed director's report.

7. Old Business

- None

8) New Business

- Request for Proposals for Architectural Services: The library board engaged in a discussion of a draft RFP for architectural services for the learning center addition to the library. Harper recommended increasing the minimum capacity for the meeting space from 100 to 150 people. Jerry Herbage provided Skinner a highlighted copy of a standard RFP issued by Curry County, which included language that Herbage felt would be good to incorporate into the RFP.
- Skinner agreed to incorporate the suggested changes for the Board's review at a special board meeting on Tuesday November 17th at 5:15 pm.

-Tim Scullen suggested that the library should make a more definitive judgment about potential ground water issues under the library. He also noted that the library should discuss the expansion project with the Army Corps of Engineers. Skinner agreed to investigate both issues. Scullen reiterated his opposition to moving forward with the project.

9) Adjournment @ 6:41