

**Wasco County Library Service District
Board Meeting
November 19, 2024
The Dalles Public Library and via Zoom**

Board members present: Rita Rathkey, Mary Beechler, Dave Mason, Corliss Marsh

Staff members present: Jeff Wavrunek, Valerie Stephenson, Sarah Tierney

Called to order: at 4:35 pm

Additions to Agenda: Rita would like to add Bookmobile discussion, and a follow-up to Diverse Populations (from October minutes); Mary would like to add, under New Business, Library Director Reports

Minutes: no corrections needed; Corliss Marsh moved to approve the minutes of the October 15, 2024, as presented; seconded by Mary Beechler. The vote was unanimous, the minutes were approved.

Visitors or interested parties: none

Director Reports:

Maupin – Right now we have Operation Care and Comfort, we are a dropsite for this program based out of San Jose, California. They are collecting things, care packages, etc., to send to active military personnel overseas. We started that at the first of the month, and have quite a bit at the library. A junior high teacher contacted her and asked if they could put together care packages. So, they are putting together packages and we'll add them to ours.

Last night at the high school they had Zombie Nerf Night, about 20-22 kids participated.

Tomorrow we will be serving a Trespass Notice to a person who was previously trespassed from the City. Because he wasn't trespassed from the library at that time, he called the library and said that Valerie had to be his intermediary to the City, and proceeded to verbally unload on her. She reported it to the City, they asked her to send it to them in an email; and they forwarded it to the attorney, and he will be trespassed.

We have started a monthly fiber arts group, called Knots and Needles. They get together for 3 hours the first Monday of each month.

We have a lot of after school stuff going on; working with 4H on early release Fridays, Minecraft is the first and third Mondays, Legos on the second and fourth Mondays. We had 20 kids at Minecraft on Monday, it is becoming very popular.

The student theater group from the school has contacted the library and wants to do their next play in the library in the community room. They'll be doing *A wrinkle in time*. They were supposed to be producing it and performing it this month, but the kids weren't ready, and they pushed it back, but then ran into basketball season so didn't have a place to practice. That's when they reached out to the library and asked if they could do it there, since it is a library book.

The Town & Country Players are preparing for their next play, which is *Murder at the book club*; and they also want to do that at the library. So, lots of theater going on at the library.

The yearly Holiday Festival is coming up, it will be December 8th from 1:00 – 5:00. The tree lighting will be at 5:00; and there'll be lamppost decorating. The library does 5 different craft stations; we get volunteers from the kids at the high school and the theater group. Santa will be here, there'll be photos, hayrides. The theme overall is Country Christmas; the library chose the theme "I spy Christmas" and will be giving away *I spy Christmas* books; and the lamppost they'll be decorating will be *I spy* themed.

In October Valerie was reelected to the Libraries of Oregon board chair position. She just recently signed on and joined the OLA Leadership Committee, and is part of the LIOLA Planning Committee.

Dufur – Micah has resigned, she has found a different job. In going through the previous minutes, Sarah said that the Board thought that Micah was employed by both the school district, and the City of Dufur; but that is not true. She was only employed by the City; Sarah is the only one employed by both the school district and the City of Dufur. When Sarah approaches the City to fill Micah's position, she would like some help writing up the job description, a salary recommendation, duties, priorities, and how many hours. She thinks the City would benefit from that; as the City just got a new mayor, and new council members, and there's going to be a lot of transition in this next year. She also thinks that having the MOU, as mentioned in last month's minutes, will be very beneficial. Frequently the library is forgotten about; it would be very beneficial to be more visible. With a new employee to have a firm job description, what their duties are and what the expectations are, what their hours are and what their pay could be. Dave thanked her for bringing this up, and wants to make sure it is in the minutes so that when they start to form the MOU, they have this information. Mary suggested that Sarah contact Valerie for the job description she used for the children's librarian position she filled recently. And to also check with Jeff, to see what job descriptions he has used for positions recently. Using information from those, and adding in necessary information might be helpful.

Sarah has received a grant from the Oregon Department of Education (ODE) focusing on new shelving, and shelf markers; just updating things and making things more current and usable. The main focus for the new shelves will be the graphic novels, which currently are just on a cart that they wheel around. New shelving will give it a more stable location. It's one of the most popular book types right now at the Dufur Library.

She's looking for a grant to purchase a Smart Board, a Promethean Board. The goal with that is to be more inclusive. She's been working with Azaria, the liaison between the school district and the tribes; she has sent Sarah some amazing information with some storytellers, they're all virtual tribal storytellers. She'd love to be able to present that in the library. She has a projector, but it is rather clunky, and she'd like to have something that is smoother, easier, and more modern. Trying to get a grant for the Smart Board would be really cool.

Currently working with the Food Bank as a drop location for the food drive.

Fiber Arts meets every Tuesday night; there was just a big flurry on Facebook about it, so is curious as to whether or not more people will be there tonight. Right now, they are averaging about 3 people attending each week.

Micah's outreach was doing phenomenal; we were outreaching to the daycare, preschool, and the senior Potlatch. She was meeting with people, and it was a really great thing. Sarah is really disappointed that Micah won't be there anymore, but hopefully the new employee that we find will be able to form that community and friendship with people.

Jeff asked about the cost of a Smart Board, and Sarah told him that they start at around \$3,000. He then pointed out that the Library District had recently given the City of Dufur a pretty substantial increase to the budget. Could some of that be used to purchase the Smart Board, and also new shelving for the adult materials. Sarah said that she probably could for the Smart Board; but as far as the shelving, she currently does not have much adult material. Most items wanted are being filled by borrowing from other libraries, a big reason for this is lack of space. Following up on an email Jeff had sent Sarah previously, he asked her when it was that she had last received a pay raise from the City of Dufur. Sarah said that she had looked into it, and it has been at least two years.

The Dalles – It's been stressful; we hired a new page, Claire; she was really good and was well liked by staff. However, due to her other commitments (working full-time at another job, as well as helping to start a restaurant); she realized that this was not going to work out for her, and gave her notice. Since she had just been hired, they moved to the second choice from that hiring; and offered the job to Julia, who just started today. That hiring was a bit stressful as the HR person for the City of The Dalles has recently resigned. That's one employment situation; the other one, we had hired Jill Bingham for a recently created position that was part-time children's and young adult services. She was doing great, but gave her two-weeks' notice, as she has accepted a position as a public health nurse in White Salmon.

One of the people who had applied for the teen position and interviewed really well, had a Masters in Library Science. Jeff reached out to her to let her know about this opening, and she is interested in applying. The Finance Department is supposed to be posting the position soon. Jeff is happy that he has got at least one really good candidate that is going to apply.

Rita asked about any progress in the assistant director position; but was reminded that that position will not be open until next fiscal year, so about 8 months from now. Right now, the City has hired a firm to do a wage study/comparison for City positions. Jeff needs to talk to Matthew Klebes about getting the cost for the assistant director position. Mary Beechler suggested that perhaps they could do a county comparison for the assistant director position, perhaps that would be a higher amount since it is county-wide, rather than just city-wide. Jeff said that Matthew is supportive of an assistant position; but Jeff needs to get the position costed out before he can start working on the budget. Any day now Jeff should be getting the estimated tax report for next year, so that he can start working on the budget.

We recently had the Princess Bride Community Reads Event, that went really well. We had partnered with the Granada Theatre, they showed the movie; there was a huge turnout, a lot of people actually dressed up. We turned the Makerspace into a haunted house for Halloween, it was scary. It was really popular, had a lot of good feedback. Abbey did a good job of creating that for the library. We're working on a Winter Reading program.

Like Maupin, we're doing a lot of things on a Saturday before Christmas; we're going to have a Santa Claus, so they can take pictures, and engage in different craft activities.

Rita asked Jeff if he knew how many people came to the Day of the Dead event. Jeff said that it was at least as many as last year; but the big difference was that this year it was more spread out, took up the whole afternoon, instead of just a couple of hours in the evening. It worked out really well; one thing the parents loved was that we had a bounce house – inside the library! We had the same musical group, and the same dancers as last year. It was a great event, great partnerships. According to Kirsten, we had about 800 people. Everyone that partnered with us wants to do it again next year.

Dave Mason then shared that he had a meeting with The Dalles City Manager, Matthew Klebes, as a follow-up to the meeting from a couple months ago. Matthew mentioned that they should probably have a conversation in January about the budget and the admin formula. So, he didn't forget about that; but the other point was Jeff's evaluation, which he did forget about. Dave mentioned to Matthew that per the recent study the City had done, the span of Jeff's supervision duties needs to be reduced, and adding an admin position, so that will be brought up. The plan is that when Jeff starts working on the budget, Dave and Jeff will meet with Matthew, so that they can bring up the board's concerns.

With the HR person for the City now gone, Dave asked what was being done until a new person is hired. Jeff said that the hiring process will probably go on for 3 or 4 months, and in the meantime, some of those duties are being divided up. For instance, since the Library is the first one with a new hire, Jeff will be doing some of the "on boarding" duties. Finance Department will be posting new positions, such as the one we now have for Children's/Teens.

There were two other things Dave talked to Matthew about; one was the Google funds, there had recently been a joint meeting with the City and the County. That was pretty well covered in a recent newspaper article, where the City was lobbying to divide the money up so they could deal with the water treatment plant and pipeline. So, they weren't interested in a separate foundation thing. The second thing they talked about (it's actually on the agenda under old business, #c); Dave explained to Matthew how the board had struggled with the Security Camera Policy for a long time, and we felt like we got push-back from the City. Matthew clarified that that is something the City should be responsible for; and the IT people should be writing that. However, they are short staffed right now, and it's not going to happen any time soon.

Old Business: Policy on Library Challenges sent to Commissioners – we went through our second reading; now the board will sign, and it will be sent to the Commissioners for their signatures.

Policy manual – Mary received all the supplies she needs, and will now assemble the manuals and will bring them to the next meeting in January.

Update on Dufur and the City MOUs – Jeff has not yet talked to them, he wanted to first research MOUs to get a template; and also, to look at the original documents of the formation with the county to get an idea of the expectations of what the cities (Dufur, Maupin, and The Dalles) were going to contribute. We know that there's a big difference between Dufur and Maupin, because Dufur School system houses the public library. So, an MOU with them would be a lot different; the monies there would have to be spent a lot differently than in Maupin. Also, certain expenses, like janitorial, electricity, would need to be parceled out. The expectation is the City would house the money, and it is strictly for the library, not for other City accounts. Mary suggested that they start the conversation by asking what the City (both Dufur and Maupin) expects, which could be a lot different than our expectations. There was then talk about whether to have representatives of Dufur and Maupin come to the next board meeting to start this conversation. Dave suggested that rather than having them come to an official board meeting, that Mary, as the board rep for south Wasco County, Valerie, and Jeff meet with the Mayor and/or City Manager of Maupin and start with a casual conversation. They would also do the same thing for Dufur; and that would have to include someone from the school, as well as someone from the City. Rita said that before those conversations start, the Board needs to decide what they expect of the cities. For example, Sarah had shared that the City of Dufur never have her at the Council meetings, or let her know what is going on. Maybe that's something we'd like to see, acknowledging our library person there. Mary said that we want to be clear about what we expect; she'd like to see more effort to get adult stuff in Dufur. We want to make that clear in the MOU that we want adult services; and clarity on what the money was for. Dave pointed out that this is why they want Saturday hours in Dufur. Jeff said that Sarah hinted that she didn't have room for adult shelving. Mary said that from her perspective, that's just an excuse; they're supposed to be serving the whole population base, figure it out. Jeff says that there should be some sort of shelving she can buy; Mary said that she can also weed. Rita

said that if she doesn't have enough shelving for the adult population, then what are we doing at the school? Maybe the City needs to start looking for another location. Those are the kinds of things we need to talk to them about. Mary says that she can start the conversation with Maupin, and report back to the Board in January.

New Business: Policy review – This is the first reading of the brand-new Bookmobile Policy. Mary suggested rewording the first sentence under “Borrowing” to make it easier to read. Adding commas, or putting part in parentheses would make it flow better. “The library district will provide library card applications for children under 18 to obtain permission from an adult family member for library card sign up at preschools and daycare centers.” After discussion, Jeff is going to look at the Materials Loan policy, and reword this to follow that policy. Rita wanted clarification on the “Collection Development” part. After a brief discussion, it was understood to mean that the collection will be based on patron requests. Rita thinks the wording could use a little clarification, and she will work on that before the next reading.

Board Self Evaluation – Dave said that this is much further down in the calendar, and not necessary to discuss today. He has agreed, at a future date, to do some research on forms, and at the appropriate time will share an evaluation form. In addition, he will also find an evaluation form to be used when doing Jeff's evaluation.

Bookmobile – Kristen had two more dates for Bookmobile stops where Board members could ride along; Tygh Valley on November 27th, and Antelope on December 4th. Dave is interested in going the 27th, if he doesn't have jury duty; Corliss would go if he isn't available. Mary gave an update on her ride along experience, and also praised Kristen's patience and kindness; saying she has a great demeanor with dealing with the public. She said that the Maupin stop only had one family attend; that could be because it was held in front of the library. However, when they went to Shaniko, there were about 12 residents that came out. For Shaniko, this is huge. There was a lot of excitement, people took calendars, were placing holds on books. It was a really good visit. Rita would like to go on the December 4th trip.

Library Director Reports – Mary suggested that the directors submit their reports in writing prior to the meetings. This would make it easier on the person taking the minutes; and also allow the directors to expand on their reporting. It would speed up the meetings, as they wouldn't have to sit there through each report. If there are questions about the reports, that could be asked at the meeting; but if there are no questions, it allows the meeting to move along, and get to important things. This will be tried for 3 months, to see how well it works.

Discussion about diversity – Rita said that when this has been discussed before under Goals, she wasn't clear where this fell. Are we measuring, somehow, the population that we're serving? Everyone agrees that this is sort of a gray area; it has been talked about, but perhaps no one knows how to measure something like this. Jeff shared that one way he measures is by paying attention to feedback he gets; both from patrons and from staff. There was a request for a cleaner reading book club, and we now have the Clean Reads

Book Club (clean language, more inspirational fiction, etc.); there was also a request for a fantasy book club, and we're now offering that. Rita asked if we were keeping track of something like that, was there a written log; something to refer to in case someone ever asked. Jeff said that it would be easy to refer back to the newsletters, then you could see when we started offering these. For instance, for years we offered a LGBTQ book club, but then interest waned, and eventually it was dropped. Mary said that having diversity as a Board goal is problematic. The Board can promote events or collections, talk to the public; but ultimately, they have to rely on the directors to know what their patrons want.

Dave shared that he was reflecting back to last month's meeting about establishing goals. He reminded them that they came up with three goals; one was policy review, 3 per year on a 3-year cycle. Number two was MOUs with Dufur and the City of Maupin; and number three was to review and update the IGA annually. They opted not to do Board diversity as a goal, but to instead do quarterly check-ins with Board diversity. Having that on the calendar can lead to discussions such as this one right now. We could ask how Board diversity could apply to vacancies on the board, such as the Member at Large. He had recently talked to Janet Hamada at NextDoor, and mentioned that this is something they could be looking at in 2025-26. She told him that was great, because they offer a Board 101 program to mentor Hispanic people who get placed on community boards. He said that would be an example, if we visit this quarterly, we can say "oh, this thing is coming up on our agenda, I wonder how diversity can fit in here." Mary thought that bringing it up quarterly could be a bit much; but why can't this be part of the Board's self-evaluation? Put it in there, and then that conversation happens in May, June and July; we have terms coming up.

Financial Review – Looks good

Mary had a question about the circulation statistics as reported in one of the other attachments. She wanted to know if the Interlibrary Loan numbers reported were just for The Dalles, or was that the whole county? Jeff confirmed that those ILL numbers were just for The Dalles; but that Dufur and Maupin could report their own numbers. Jeff will talk to Maggie Pando about showing Sarah and Valerie how to get those numbers. Mary would like to see all 3 libraries using the same format, then there would be standardized reports for the whole county. That would give us a county-wide picture. It was pointed out that the Library 2 Go numbers were for the whole county, not just The Dalles.

Mary is questioning a number on the budget, on the City of The Dalles page, the Library Books and Binding number, it shows that the budget is only \$8,000. She questioned whether that is wrong, as she thinks it should be way bigger than that. Jeff said that money is specifically for patrons of The Dalles, books that they are requesting. Corliss then asked where the actual book budget is. Jeff said that has been moved to the County budget.

Next meeting date and location will be at 4:30 on January 21, 2025, at The Dalles. A reminder that the April and September meetings will be held in Maupin, and the June meeting will be in Dufur.

Mary Beechler made the motion to adjourn, seconded by Rita Rathkey, was unanimous; and the meeting adjourned at 5:58

**Wasco County Library Service
District, Board of Directors**

Dave Mason, Chairman

Rita Rathkey, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Tina Coleman, Board Member
