

**Wasco County Library Service District  
Board Meeting  
October 15, 2024  
The Dalles Public Library and via Zoom**

**SUBJECT TO APPROVAL**

**Board members present:** Dave Mason, Mary Beechler, Corliss Marsh, Tina Coleman

**Staff members present:** Jeff Wavrunek, Valerie Stephenson, Kristen Dyer

**Called to order:** at 4:34 p.m. by Dave Mason

**Minutes:** no corrections needed; Corliss Marsh made the motion to approve the minutes as presented, seconded by Mary Beechler. The vote was unanimous, the minutes were approved.

**Visitors or interested parties:** none

**Director Reports:**

Maupin: Had a live history event on October 4th, which was funded with a Wasco County Cultural Trust Grant. There were 28 people in attendance; we served a light meal, with soup, salad, bread and desserts. The theater troupe, everybody just loved them. They loved the program, how it evolved, and the interaction with the actors. There was great feedback and the public wants them back. A donation jar was set out to help offset the cost of the dinner; and there was \$285 in donations.

Katie is doing more outreach, going to the school, working with the school a lot. An example of that is our first Pumpkin Derby. We received donations of little mini pumpkins, and some gourds; and she took them to the fourth-grade class. There were holes drilled in them so that they could insert wheels; then the students decorated them. Today they raced them, with prizes for the winners. They had so much fun; it's posted on Maupin's Facebook page. Tomorrow the homeschool families will come in and do a race.

The first and third Mondays of the month we do Minecraft; and the second and fourth Mondays we do Lego challenges.

Valerie has talked to Leah, with the Extension Office and 4H, and they have planned out an entire year of 4H programs. Each month they are going to do two 4H programs on Fridays when they have early release.

Currently planning for the Winter Festival, which will be December 8<sup>th</sup>. This coming weekend the library will be at the Get Ready South Wasco Emergency Preparedness

event at the fairgrounds. The library has put together 50 “go” bags for kids, with things like toothbrushes, toothpaste, washcloths, hairbrushes, and emergency ID bracelets.

Because Valerie had to leave early, Mary Beechler asked if she had any thoughts on the Reconsideration of Materials Policy, as today is the second reading. Valerie stated that she did not; knowing that it had been inspired by Deschutes County Library. It was well thought out, as their director was the board chair for the IFC and put the challenge policy together.

Dufur: (via email)

*I am so sorry I have had a family emergency come up and won't be at tonight's meeting.*

*I checked in with the book drop and the repairs should be done by November. I will contact the city again about placement. once the book drop is ready.*

*Extra hours have proven difficult, but we are still working on it. The school has decided it is best to pass the money onto the city. The struggle with using school staff is that they would have to be paid overtime.*

*Micah just got a letter today and is making an appointment this week to discuss her benefits. Part of the letter tells her she is over the amount to keep her benefits and another part tells her differently. If she has lost her benefits then she is willing to work more hours.*

At this point the board discussed the fact that Micah is employed by both the school district – where she is working in the library, and by the City of Dufur. Regarding the extra hours mentioned in Sarah’s report and the money given to the school district to make that happen, the school now wants to send the funds to the City. The board wants to make sure that the City of Dufur is using the money to increase hours at the library. They also want to make sure that Micah’s salary when working at the public library is compatible to what other employees for the City of Dufur are currently paid. Dave suggests that when they communicate with Dufur, this would be a good time to start the conversation about formalizing a MOU between the Library District and the City of Dufur.

The Dalles: We had an open library page position that attracted 50 applicants for this entry level job. We interviewed three candidates yesterday and will interview four more tomorrow. The applications are good for a year, which saves time, as this can be a high turnover position.

This month is the Princess Bride Community Reads event, very busy with that. There was a big *Princess Bride* movie viewing at the Granada Theater, which went really well. Chuck Gomez, the owner of the Granada, was extremely pleased; and wants to partner with the library again. Abbey, is thinking about doing another event there this winter.

We're currently extremely busy planning the Day of the Dead event, which is on November 2<sup>nd</sup>. This is the second year the library is celebrating this event. There will be two bounce houses, the same musical band as last year, as well as the same Chenoweth dancers. The food truck will also be here again. If the weather is an issue, the band and dancers can be moved into the library. We'll be partnering with One Community Health, who will be offering vaccinations. Kirsten will be on a local radio station promoting the program.

SnapDragon Yoga is back on the 4<sup>th</sup> Saturday of the month after a hiatus.

### **Old Business:**

Mary's annual board calendar – Mary pointed out that it's really “our” calendar, referring to the entire board. One of the first things on the calendar was policy reviews, and Mary asked Jeff to prioritize the policies; which does he want to do first, second, etc. By January the reconsideration policy will be finished, what will be the next one? Jeff says that he has a list, which he will email to everyone, but that the Wi-Fi Hotspot was the next one. There was then a discussion about when to start the policy reviews, as the goal is to do three each year. Mary pointed out that there are currently 12 policies, but a 13<sup>th</sup> one needs to be added, covering the use of the Bookmobile. It takes 3 months for any review, the first reading, the second reading, and then the adoption. It was decided that to get the three reviews done within the fiscal year, they will go ahead and start in November, with the WiFi Hotspot policy. The Bookmobile policy is scheduled for March. A third policy (yet to be determined by Jeff) is tentatively scheduled for September.

Mary suggests creating a district-wide policy notebook to be made available at every county library. When new policies are adopted or updated, the notebooks get updated. These notebooks should also include any necessary forms, such as the Reconsideration of Materials Policy challenge forms. Mary volunteered to put the notebooks together.

Dave brought up the topic of evaluations. When to start the director's evaluation? What form to use? It was thought that this discussion should start in March, so that it can be submitted to the city manager by the library chairperson in a timely manner. The board self-evaluation is scheduled for June, but should the timing be changed? According to Mary, this is something that has never been done before. Dave said that he has been involved with this on several other boards. He suggests using a form and he will search for a suitable one. Dave suggested that it should be completed before the next year's goals, and before the new Chair is elected. It was decided that it would be best to start in May, so that the members can complete before the June meeting.

OLA conference is listed as a reminder.

Board work session/goals from July meeting - some of the things were eliminated that did not pertain to goal setting or calendar. Like “create a more unified district,” that might be a really expansive issue, but what are the specifics on how? The board also discussed diverse population services. That's something we want to work on district wide, but not

sure on the details. Do we put it on the monthly calendar to discuss? Are we not serving our diverse population? Do we need to assess if we are? Not sure how to move forward. We also talked about having current and projected demographics. Who's gathering information for that? Therefore, tasks were winnowed down to just four things: 1.) annual calendar, 2.) policy reviews, 3.) the hotspots, and 4.) MOUs with Maupin and Dufur. These are all goals; the other issues are bigger and Mary wasn't sure what to do with those.

Dave mentioned that at the July meeting they had talked about diversity. Maybe that's a two-year goal. Mary and Tina both disagreed with it being an actual goal; but that being aware of it, and keeping it in mind both when hiring and when looking for new members to be on the Board is really the goal. Maybe there could be a list of broader goals to keep in the forefront.

City policy on security cameras – the IT director and the facilities supervisor need to work on this policy, as it would cover not just the library, but other city buildings. The board talked about each city being responsible for their own library building, since the district does not own them. At that point, Tina made the motion that a district security camera policy is not necessary, as the district does not own the buildings. This motion was seconded by Mary Beechler; there was no discussion, the motion passed unanimously.

Van delivery date – the van is scheduled to be delivered next Thursday, October 24<sup>th</sup>, at 1:00 pm. It was delayed by a couple of weeks, as there was some touch-up work to be done. The plan is to stock the van with duplicates of some of the popular books and DVDs we currently own. We'll also buy copies of some of the more popular books to stay in the van. During the first visit to each bookmobile stop, there will be an "open house" celebration, complete with treats and give-a-ways. Tina will help with promotional efforts in Dufur; and Mary will do the same in Maupin. Kristen Dyer talked to the board about what she currently has planned for bookmobile visits around the county. The board then shared what their expectations are regarding visits to Dufur in November. These visits do not have to involve the school. Kristen talked about her plans for the rollout parties, as well as future bookmobile visits. Her schedule for outreach is very full.

### **New Business:**

Second reading on new policy for Library Materials Challenge – there was no further discussion; the comment was made that all suggested changes after the first reading have been made. Mary Beechler made the motion to adopt the Reconsideration of Library Materials Policy as presented tonight. This was seconded by Corliss. The motion carried.

Policy review to start in January - already covered earlier in meeting

Begin planning Dufur & Maupin MOUs - covered earlier in meeting

New position - when Jeff did the Executive Forum training, the trainers stated that at the very most, a supervisor should only be supervising 7 employees. Jeff currently supervises 14 people, as well as 5 volunteers. He talked to the city manager about the possibility of creating an assistant director position at the library. The city manager liked the idea. He pointed out that it would also provide for succession planning. The position will be strongly considered in the next budget and to whether it is sustainable. Tina reminded everyone that they have discussed this previously, as the board thought Jeff should have an assistant director. While the board likes this idea, a workspace needs to be found for the new position.

**Financial Review:** Looks good, no concerns.

**Next meeting:** November 19<sup>th</sup> in The Dalles @ 4:30 pm

Future board meeting locations will be: April and September in Maupin, June in Dufur, all other meetings in The Dalles; no meetings in August and December

**Meeting adjourned** at 6:00

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

Dave Mason, Chairman

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Rita Rathkey, Vice Chairman

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Corliss Marsh, Board Member

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Mary Beechler, Board Member

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Tina Coleman, Board Member

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