

Wasco County Library Service District
Board meeting
October 17, 2023
Location: Maupin, and via Zoom

Board members attending: Tina Coleman, Dave Mason, Mary Beechler, Rita Rathkey

Staff members attending: Jeff Wavrunek, Valerie Stephenson, Rita Squires

Meeting called to order at 4:07 by Tina Coleman

Minutes: Mary Beechler moved to accept the minutes, seconded by Dave Mason, vote was unanimous

Visitors: Donna Henderson, via Zoom

Directors Reports:

Maupin – Has been busy, there were 20 people at the recent author event; they gave 50 books away. On October 26th they will have the Hands-o -Harps workshop, with a performance after. Celebrated Banned Books week. They have partnered with 4-H on early release day for a program; will try for six weeks to see how it goes, very excited. So far, 4 kids have registered. There is a pumpkin decorating contest going on where you decorate a pumpkin as your favorite book character. Keelia Carver and a high school volunteer are offering a Minecraft program twice a month.

The yearly statistical reports are done.

Offering a creative writing workshop twice a month, a teen group and an adult group. Have had up to 16 people attending, been very popular.

Dufur – Report via email:

This month we will add on an additional preschool story time. Micah has been doing one in the classroom since the beginning of the school year with 3-year-olds. The 4-year-olds will start coming to the library next week.

Dates have been set for next year's summer reading and Rita has been making great progress scheduling performers.

Potlatch is continuing to have great attendance and they are supporting the library. Micah has been bringing different types of options and they have really been enjoying it.

The Dalles – Jeff was asked to be a judge at the Farmers Market pumpkin baking contest. It was a lot of fun. This month the library is hosting a community read event for *The*

graveyard book. It is going well, as turnout at events has been great; Jeff has been promoting this every chance he gets.

Just finished statistics, our numbers are consistently high. Jeff has a power point presentation he will share with the City Local Government Academy on November 2nd. The library is operating at a high level, statistics show that it continues to grow.

Sci-Fi book club has decided they want specially designed t-shirts. They are excited by the possibilities. Bob Shonbrun will design, then order through Canva. A non-fiction book club will start up in January, led by Kirsten Wells.

Old Business: IGA – the board still does not have a copy from Matthew Klebes of what changes the City of The Dalles wants; Tina Coleman will follow up. At the last meeting with Matthew Klebes, they discussed the administrative fee, and with input from the Finance Director, it was explained. It makes more sense now; the Board feels better about the fee. They know it reflects the actual cost. With the administrative fee, the library gets billed for services actually used. However, the Board still wants the methodology put in the IGA. The City is agreeable to yearly meetings to explain any necessary changes.

Jeff had thought that the administrative fee formula was based on total budget. Tina Coleman says they asked that specific question, it has nothing to do with the budget. It was asked when the new IGA would go into effect; that is unknown, but assumed to be the day the IGA is signed. Donna Henderson questioned the formula (the amount that goes to Dufur and Maupin); it was explained that revenue distributions come from Jeff, and are not part of the IGA.

New Business: The steps between the upper and lower parking lot were brought up to the City Manager, who does not want to do anything. His idea is to use part of the parking lot to build a new, shared, shed for maintenance and the library. Currently maintenance has a small shed in the upper parking lot, the library has a mobile storage unit, which will be moved soon.

The new outdoor bookdrop has arrived, and will be installed soon. It will be located on the left side of the lower parking lot as you exit. The City is getting quotes for a concrete pad for the bookdrop.

The new Outreach and Programming Coordinator has been hired, her name is Kirsten Wells. She is currently working on a Day of the Dead event. A new Library Page has also been hired, replacing one who left after just a month. She resigned because it wasn't a good fit for her. This newest employee has a teaching background, and is very committed to the community.

Carpet – There has been concern over the slanted floor; from the original inspection, they thought everything looked solid and was on rock. Last week maintenance drilled a hole, and everything looks good, they will back fill under there and level the floor before

placing new carpet. So far, the library only has one quote for carpeting. Will need to get more once the floor has been leveled.

The City has a new trespass policy; we'll be taking a hardline regarding teens that have been a problem. We are getting a quote for a security camera that gives us a better image. Dave asked if there is a policy about using the images from security cameras, if not, there should be.

Executive Training – Jeff thanked everyone who filled out an evaluation, it was very informative; he really enjoyed the training. There were 10 people from The Dalles, as well as City of Beaverton and Clark County department managers. The people leading the workshop were very knowledgeable; it was a good experience.

As far as next fiscal year's budget, money for Dufur and Maupin library expenses, needs to come out of the Wasco County Library District's budget according to the auditors for the City of The Dalles.

Status of Van – anticipate receiving the van at the end of April 2024.

Financial Review: Some of the line item expenditures are already paid out, Jeff explained that those are for yearly fees, such as Sage.

Next meeting: Will be on November 21st at 4:30 at The Dalles.

Meeting adjourned at 5:43 p.m.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Tina Coleman, Chairman

Corliss Marsh, Vice Chairman

Rita Rathkey, Board Member

Mary Beechler, Board Member

Dave Mason, Board Member