

Fern Ridge Library Board of Directors Meeting
Minutes 10/10/07 7:00 P.M.
Approved 11/14/07

Board Members: Steve Recca, Emily Guiland-Larson, Earle Ellson
Keyte Hladky and Robert Hladky (excused)

Staff: Director, Colin Rea, Business Manager, Fred Welding,

Recording Secretary: Joyce Bilderback

Friends of the Library: Pat Broome

Library Foundation Consultant: Karen Johnson

OPENING

Call to Order

Chair, Earle Ellson, called the meeting to order at 7:04 p.m.

Review Agenda

E. Ellson requested that Pat Broome's report from Friends of the Library be added to Items of Business and Board Replacement members be added to For the Good of the Order.

Minutes

The minutes of August 22, September 12 and September 15, 2007 were approved as printed.

Memo

E. Ellson referred to the written Memo regarding Procedures of Director Replacement and Other Actions.

ITEMS OF BUSINESS

Library Foundation Consultant – Karen Johnson

Foundation Consultant, Karen Johnson, presented a written report of the Fern Ridge Library Renovation Campaign. She outlined the purpose, scope, duration, timing, goal and strategy for Renovation Phase II fund raising. She asked for suggestions and assistance from the Board members, staff and library groups, especially in the area of recruiting more volunteers to help in the campaign.

Revisions to the Renovation Phase II architectural plans, as suggested by staff and Friends of the Library, were discussed. Chair of the Renovation Phase II Committee, Steve Recca, stated that the newest staff member, Director Colin Rea, should also have an opportunity to review the plans and offer his input before a Renovation Committee meeting is called. Mr. Rea agreed to review the plans.

K. Johnson stated that it would be helpful to identify specific furniture needs for each area of the renovation and the allowance for these items. She asked permission to consult the architects concerning this.

- **The consensus of the Board was for Ms. Johnson to proceed with this consultation.**

Ms. Johnson suggested that the annual December potluck could be an occasion for pulling people together for the campaign effort. S. Recca stated that the potluck has always been held for the purpose of expressing appreciation to the library volunteers, and should remain the only focus of the occasion. The Board agreed. Discussion followed regarding the scheduling of other meetings and events to emphasize the campaign, involving Library Board, staff, Library groups and other interested individuals. Possible dates: November 1, November 30 and December 1. The Foundation will work on this and announce meeting dates.

The Board expressed appreciation to Ms. Johnson for the excellent job she is doing. Ms Johnson excused herself from the meeting.

December Potluck

The December potluck will be held Sunday, December 2. S. Recca agreed to design and print the invitations but did not want to be responsible for the mailing.

Friends of the Library – Pat Broome, Chair

Pat Broome, Friends of the Library Chair, presented a written report of the June, 2007 Fern Ridge Library Survey. 200 copies were distributed during the period of June 19 – July 31, 2007. Forty-six were completed and returned. P. Broome reviewed and discussed these responses. The Board agreed that this information was helpful and valuable in understanding the needs of the library patrons and commended Ms. Broome on her dedication and commitment to the library.

Website

Director, C. Rea, stated that the library's website needed to be updated and he is working on this.

Director's Contract

The Board reviewed the Director's contract.

- **Steve Recca moved to ratify the Director's contract. Emily Guiland-Larson seconded. Motion approved unanimously.**

Business Manager's Contract

The Board reviewed the Business Manager's Contract

- **Steve Recca moved to ratify the Business Manager's Contract. Emily Guiland-Larson seconded. Motion approved unanimously.**

REPORTS

Chair – Earle Ellson

There was no written report.

Director/Assistant – Colin Rea, Laura Blankenship

A written report was submitted by Acting Director, Laura Blankenship. Director, C. Rea stated that Ms. Blankenship is doing an excellent job, as well as all the staff, and is impressed at how well the library is organized and run. He stated that he had received a warm welcome and is glad to be a part of the library family.

Financial - Fred Welding

F. Welding submitted a written financial report. There were no questions. He stated that he and Laura Blankenship had attended a Chamber of Commerce luncheon. Mr. Welding reported that health insurance rates had gone up 15%. He received a letter from SDAO stating that Library Foundation activities in the library would be covered for liability insurance at no additional cost.

Grounds

There was no written report.

Lane Library League

No meeting has been held

LCOG

No report

Fern Ridge Progress Board

No meeting has been held.

FOR THE GOOD OF THE ORDER**Board Packet deadline**

Chair, E. Ellson, requested that Board packets be distributed to the Board no later than the Thursday before the regularly scheduled Board meeting.

Board Policy

S. Recca stated that the Library Board policy had been kept current. Director C. Rea will review the policy. E. Ellson will also review.

Tax Levy '08/Political Action Committee

The Board will discuss preparation for the Tax Levy 2008 at future meetings.

Board Member Replacements

Board Members will be sought to replace Keyte Hladky and Emily Guiland-Larson. K. Hladky has agreed to continue serving until the end of 2007. E. Guiland-Larson will serve until a replacement is found.

Chair, E. Ellson, adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Joyce Bilderback
Recording Secretary

The next regularly scheduled Board meeting is Wednesday November 14 at 7:00 p.m.