

Fern Ridge Library Board of Directors Meeting
Draft Minutes 11\14\07 7:00 P.M.
Approved 12/12/07

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

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

Recording Secretary: Joyce Bilderback

Patron: Juli Cornett

OPENING

Call to Order

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

Review Agenda

It was requested that Appointment of New Liaison to the Grounds Committee and SDAO Best Practices be added to the agenda.

Minutes

The minutes of October 10, 2007 were approved as corrected.

Correspondence

F. Welding received an announcement regarding the annual Non-profit Organization Board training conference. C. Rea received an announcement from OLA regarding unofficial results of the last election. He also received a letter regarding the annual Lane County Sheriff Community Service Program.

ITEMS OF BUSINESS

Designations of Record (See attached)

A memo, distributed by F. Welding regarding Designations of Record for fiscal year 2007-2008, was reviewed. K. Hladky stated that **Newspaper of Record: West Lane News**, should be added to the Designations of Record. It was noted that the name of E. Ellson, present Board Chair, should replace the name of Steve Recca, former Board Chair, on Bank Accounts and Safety Deposit Box.

- **Steve Recca moved to accept the Designations of Record as amended. Keyte Hladky seconded motion. Motion approved unanimously.**

Tax Levy '08

E. Ellson will research needed information regarding the Tax Levy '08 and this item will be added to next month's agenda for further consideration.

Renovation Plan

The Friends of the Library Board has approved the original Renovation Plan to provide 187 square feet for Friends/Foundation space based on the MEMO: Chatfield Room configuration dated 4/24/07.

Director, C. Rea prepared a Memo, dated 11/08/07 regarding Staff Feedback to Library Renovation Phase II Plans. This memo contains his renovation recommendations based on feedback provided to the Interim Director. The Board commended C. Rea for this thorough report.

The Board discussed the Renovation Campaign and related matters.

S. Recca asked C. Rea about budget needs for purchase of books, additional library hours and additional staff, in order to continue to meet state requirements for libraries. C. Rea will research this and will present information to the Board.

Board Application-Juli Cornett

The Board welcomed Juli Cornett, who expressed her deep interest in the library and the community and her willingness to fill the vacancy that will occur on the library Board at the end of this year. She will be further interviewed by the Board.

Board Policy

S. Recca has an electronic copy of the current Board Policy and has agreed to provide a number of "hard copies".

Library Board Liaison to Grounds Committee

K. Hladky, who has been the Library Board liaison to the Grounds Committee, stated that since she is resigning from the Board at the end of the year, there is a need to appoint a new liaison. Robert Hladky has volunteered to fill this position.

- **It was the consensus of the Board to appoint Robert Hladky as the new liaison to the Grounds Committee.**

Board Representative to LCOG

K. Hladky stated that she has been the appointed Board member representative to LCOG, however, due to her resignation from the Board, a new representative needs to be appointed. S. Recca volunteered to become the primary representative to LCOG and E. Ellson volunteered to become the alternate representative. F. Welding will notify LCOG of these changes.

Board of Directors Responsibilities – Better and Best Practices

F. Welding stated that the Board of Directors Responsibilities Better and Best Practices form needs to be completed. Satisfactory completion of this form makes the Library eligible for a discount on our liability insurance premium. The Board reviewed this form item by item and confirmed that Fern Ridge Library has complied with the requirements.

F. Welding also stated that he, Colin Rea and Laura Blankenship, had completed the Management portion of the "Best Practices" form.

REPORTS**Chair – Earle Ellson**

E. Ellson submitted a written report.

Director/Assistant – Colin Rea

Director C. Rea submitted a written report. He stated that he had followed the format used by the former director. The Board expressed their appreciation to C. Rea for the good communication reflected in this report.

Financial - Fred Welding

F. Welding submitted a written financial report. There were no questions. He stated that there will be a 2.3% reduction in the Workers Compensation insurance premium for 2008.

F. Welding also stated that Attorney of Record, Joe J. Leahy of Harold, Leahy, & Kieran, has generously provided his services, pro bono, to answer occasional questions in legal matters.

F. Welding stated that the library had received a refund of \$129 by taking advantage of the Costco 2% rebate plan.

Foundations and Grants – E. Ellson

E. Ellson submitted a written report and update on the Renovation II Project.

He stated that the Renovation Phase II campaign is progressing. Foundation Consultant, Karen Johnson, has been very thorough in her Campaign Plan report.

Grounds – Keyte Hladky

K Hladky stated she will have a written report for the December Board meeting. The next meeting of the Grounds Committee is December 7. The Grounds Committee is planning a tour of the grounds in the spring.

Friends of the Library – E Ellson

The Friends of the Library submitted the minutes of the October 13, 2007 meeting. They reported that they made \$250 in book sales at the Friendfest. The next meeting will be Saturday, January 12, 2008 at 11:00 a.m.

FOR THE GOOD OF THE ORDER

Congratulations to Kaelan Recca who won two first place trophies in his recent skating competition.

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, December 12 at 7:00 p.m.