

Fern Ridge Library Board of Directors Meeting
Wednesday, March 8th, 2023
Meeting conducted live and virtually via ZOOM

Board Members: Erik Carlstrom; Olivia Johnson; Jerri Moore; Steve Recca; Jennifer Chambers

Staff: Library Director: Colin Rea; Business Manager: Lesley Steppan

Public: None

OPENING

Call to Order

Chair Erik Carlstrom called the meeting to order at 7:02 pm.

Review agenda

No changes.

Review minutes

Jerri Moore pointed out that the Art and Friends subheadings under reports were not correct. She reiterated what was reported about the Art committee.

Steve Recca moved to accept the minutes as amended. Motion seconded by Jen Chambers. With no further discussion, the motion passed unanimously.

Hearing of Patrons

None present.

Correspondence

Director Colin Rea read an e-mail that was addressed to him and the board. The e-mail concerned the resignation of a teen volunteer and was written by the parent of the teen. There was mention of a communication by a staff member to the family via the teen. Colin discussed the e-mail with the staff member involved and solicited a written response from that staff member regarding her recollection of the communication.

ITEMS OF BUSINESS

Review Director Job Description, performance and Contract

Copies of the director's current contract were distributed to the board members, and they have been asked to read through the contract before the April board meeting. Colin R. mentioned that the contract should mirror the CBA regarding the accumulation of leave time, which led to a larger discussion about the current accumulation of leave. Colin and Jerri M. will review the contract together and make a recommendation to the board about this and any other aspect that may need to be addressed.

Volunteer Survey Results

The results of a survey sent to current volunteers regarding how the library recognizes and appreciates their hard work was included in the board packet. These results confirm that small, individualized thank you cards and gifts are preferable to events such as the holiday potluck and the volunteer lunch. The participation percentage of those invited to fill out the survey was about 25%.

Olivia Johnson recommended revisiting the survey every 3 years. Colin will add this to the board calendar for February.

Review Employee Evaluation Form

Jerri M. pointed out a formatting error in the expectations rubric on the form.

Executive Session

The board entered an executive session at 7:40pm and, having made no decisions, exited the executive session at 7:46pm.

REPORTS

Chair – E. Carlstrom

Nothing to report.

Director – C. Rea

Weather and leave and illness have led to pretty thin staffing over the last few weeks. The library was able to remain open each of the snow days where the schools have had to close. The electrical work for the solar panel installation is underway and the panels should be installed in the coming week.

Financial – L. Steppan

67% of the year has gone by and expenses are at 62%. There is one open position on the budget committee, though we still have enough to meet the state minimum. Jerri asked about why the marketing budget was over budget, and Colin explained that was two years' worth of reimbursement to the foundation for shared newsletter costs.

Foundation & Grants – C. Rea

The Foundation just held their strategic planning session and looking for a new project to fundraise for.

Friends – J. Moore

Nothing to report.

Grounds – S. Recca

There is a grounds committee meeting on March 11th in the Conference room, with a work party to follow.

LCOG – S. Recca

Nothing to report.

Art – J. Moore

The art receptions continue to be well received. The next reception is Friday, March 31st.

Technology – E. Carlstrom

Nothing to report.

POLICY REVIEW

Steve looked into the current laws regarding executive sessions so he amended section 4.05 in the policy manual to reflect this. He recommended everyone take his recommendations home to read and consider them before adopting them.

FOR THE GOOD OF THE ORDER

The husband of a former longtime district employee passed away recently.

There's a basketball tournament at the local elementary schools this weekend.

SUGGESTIONS FOR NEXT MEETING

Chair Erik Carlstrom adjourned the meeting at 8:10 pm.

Respectfully,
Colin Rea, Library Director