

Fern Ridge Library Board of Directors Meeting
Draft Minutes 6/16/17
Approved 7/12/17

Board Members: Robert Hladky; Steve Recca; Steve Brock; Olivia Johnson,
Staff: Assistant Director: Laura Blankenship; Business Manager: Jerri Moore
Patron: Keyte Hladky

OPENING

Call to Order

Chair, Robert Hladky, called the meeting to order at 7:05 p.m.

Open Budget Hearing

Review Minutes

The Board meeting minutes of 5/10/17 were approved as presented.

Hearing of Patrons

Patron, Keyte Hladky, stated that she was attending the Board meeting to observe as a former long-term Board member. She brought a cake from Sweet Life to honor retiring Board members Steve Recca and Ashley Westerlund.

Correspondence

Jerri Moore received information from the County that recreational immunity has passed.

ITEMS OF BUSINESS

Review 2017-2018 Board Calendar

The proposed calendar was reviewed and a few changes were made. The line, "Appoint auditor, attorney, insurance agent of record, etc.," was moved from July to September. "Holiday Potluck" was added to December. "Building and Grounds Tour" was added to March.

Board Training

Olivia Johnson asked if the new Board members, Becky Lemler and Erik Carlstrom, will receive an orientation including a tour of the library and an introduction to staff. She expressed that this would be a good way to get them familiar with the library. It was suggested that Library Director Colin Rea could facilitate this. R. Hladky said that the new members would receive a packet of 6 months of Board meeting minutes and a copy of the Board Policy Manual. S. Brock asked if an Ethics handbook was also included. Discussion ensued and it was determined that no Ethics manual is available for this purpose. Also, a Board Training DVD had been available in the past, but it is not clear whether or not this material still exists. J. Moore said several Board training opportunities are available in the near future, including one in Cottage Grove on July 26th. She will let E. Carlstrom and B. Lemler know their options.

Director Contract

J. Moore stated that Library Director Colin Rea asked for consideration of an increase in vacation time. He currently receives three weeks per year, and that has not increased in the ten years that he has served the Fern Ridge Library. His request is for four weeks per year. S. Recca said that the Director's

contract closely follows the Labor contract and wanted to know how much vacation employees receive after time served. The Labor contract was reviewed and it was determined that employees receive an increase up to about four weeks at 15 years. O. Johnson moved to increase his vacation time to four weeks with the stipulation that if he wanted to use more than three weeks at one time, it would require Board approval. S. Recca seconded the motion. J. Moore continued the discussion with the statement that C. Rea has not received an increase in salary for three years, and this was a voluntary move on his part considering budget constraints over the past several years. R.Hladky requested that Ms. Moore research what Library Directors in similar communities are earning, and to bring that information to the next Board meeting. S. Brock. said that he would like some time to review the information, and also suggested that vacation time should also be researched because this is part of compensation. He also stated that the incoming Board members should have opportunity to weigh in on this decision. Ms. Johnson withdrew her motion regarding vacation increase until further information is presented. Mr. Rea should bring information about vacation compensation for Library Directors in similar communities to the next Board meeting.

Adopt 2017-2018 Budget

J. Moore reported that some changes were made to the proposed budget. She explained that the HVAC system is in need of cleaning and that an estimate of \$10,000 has been received. The line item "HVAC System Repairs" will be increased, moving the needed funds from the Unappropriated Ending Fund Balance. The Library Board members would like to see the bids for this service before the cleaning is contracted. Also, the line for Grounds Equipment Rental has increased slightly to cover the use of the Library Groundskeeper's own equipment. Ms. Moore stated there has also been a minor adjustment to Cash on Hand. Steve Recca made a motion to approve the budget; Steve Brock gave a second to that motion. The adoption of the proposed budget passed unanimously. J. Moore thanked everyone who participated in the budget process. Steve R. said that he would be interested in being a \Budget Committee member in the future, and Ms. Moore said that she will keep that in mind.

REPORTS

Chair – Robert Hladky

Chair, Robert Hladky stated that the Library levy passed with flying colors.

Director's Report – Colin Rea

C. Rea mailed a Director's Report that was read and appreciated by the Board. L. Blankenship represented Mr. Rea at the meeting because he was absent because of illness. She added information about the upcoming Summer Reading Program.

Youth Services Report – Sharon Chittock

This report was mailed to the Board. It was agreed that the report was very comprehensive and well written.

Financial Report – Jerri Moore

J. Moore mailed a written report. She added that the Library received \$5500 from Forest Services. She also stated that the current tax income for the library is \$525,000.

Foundation & Grants – C. Rea

The Foundation report was included in the Director's Report.

Grounds Report – R. Hladky

R. Hladky stated that there was a successful work party. He added that the new Groundskeeper, Dave Gamache, is an irrigation expert. He is looking at the system to check the backflow and other potential issues.

LCOG – Steve Recca

Steve Recca stated that he is now serving as the chair of the LCOG Budget Committee and is on the LCOG Executive Committee. Steve Brock will be taking over his position at the discretion of the LCOG chairman on June 22nd, 2017. J. Moore verified that Mr. Recca has served on LCOG since June 12, 2003.

POLICY REVIEW

Tabled.

FOR THE GOOD OF THE ORDER

The delicious cake was served.

Steve Recca was honored with kind wishes from all who were present at the meeting. A special trip down memory lane from Keyte H. highlighted their rendition of a Monty Python skit many years ago. All agreed that Mr. Recca will be missed.

The meeting was adjourned at 8:40 p.m.

Respectfully,

Laura Blankenship