

Fern Ridge Library Board of Directors Meeting  
**Draft Minutes 7/12/17**  
**Approved 8/9/17**

**Board Members:** Robert Hladky, Steve Brock, Olivia Johnson, Becky Lemler

**Staff:** Assistant Director: Laura Blankenship; Business Manager: Jerri Moore

## **OPENING**

### **Call to Order**

Chair, Robert Hladky, called the meeting to order at 7:08 p.m. Erik Carlstrom requested to attend the meeting remotely, however, due to a technical issue, he was unable to attend. Both E. Carlstrom and Becky Lemler were officially welcomed to the Library Board.

### **Review Agenda**

Under Items of Business, C) Agents of Record was removed

### **Review Minutes**

The Board meeting minutes of 6/14/17 were amended to change the word “Meeting” to “Hearing” regarding the Adoption of the 2017-2018 Budget. The minutes were approved with these changes.

### **Hearing of Patrons**

None

### **Correspondence**

None

## **ITEMS OF BUSINESS**

### **Swearing In of New Board Members**

New Board member Becky Lemler was sworn in with a written statement that was provided by Jerri Moore. Steve Brock took a photo to commemorate the event. Erik Carlstrom will be sworn in at the next Board meeting.

### **Election of Officers**

R. Hladky explained the election procedure for the benefit of new members.

Robert Hladky was nominated for Board Chair by O. Johnson, S. Brock seconded, unanimously elected.

Steve Brock was nominated for Vice Chair by O. Johnson, R. Hladky seconded, unanimously elected.

A reminder was given by R.Hladky that an officer can only serve two consecutive years. Both he and S. Brock will be starting their second year with this election.

Also a friendly invitation from Steve B. went out to the Board to consider holding future meetings and events at his “cabin in the woods”.

## **REPORTS**

### **Chair – Robert Hladky**

Chair, Robert Hladky, reported that he was back from his travels to Yellowstone and other points of interest. He is looking forward to starting the Strategic Plan, and setting new goals and priorities.

**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 out of town. She gave detailed information about the Summer Reading Program. S. Brock asked if it is possible to post upcoming Board meetings on the Library's Facebook page. He also asked if it is possible to give computer users more time if they are looking for a job or doing other job related work. O. Johnson suggested a computer designated just for jobs that would allow 3 hours instead of 2. Laura B. said she would pass these ideas on to Mr. Rea. Olivia J. also asked if the Board could receive an update on the status of Student Library Cards from Youth Services Librarian, Sharon Chittock. A report at the September or October meeting would be very helpful. Laura B. said she would pass that request on to Ms. Chittock.

**Financial Report – Jerri Moore**

J. Moore provided an Operations Report to the Board. She stated there will be additional revenue from grants. She also stated that because of the dissolution of the libraries in Douglas County, Fern Ridge Library has received \$51 from the State Library for the Summer Reading Program. She reported that the ending Unappropriated Balance is greater than anticipated, and that the Library has finished the fiscal year in good stead.

Ms. Moore then reported the information requested from her regarding comparative salaries of Library Directors in Oregon. She provided information from five libraries that were selected because the population served was most similar to FRL. She also investigated the amount of vacation time that the Directors of these libraries receive annually. Scappoose Public Library offers three weeks of vacation at seven years served. St. Helens Public Library offers four weeks of vacation at ten years served. Discussion between the members of the Board concluded that not enough information has been provided to make a determination of whether or not an increase in salary or vacation time for the FRL Director is currently necessary. Olivia J. reminded the Board that Mr. Rea's request was only for an increase in vacation and Steve B. agreed that the vacation issue should be settled before adding Salary into the discussion. Robert H. said he would like to see a larger sample size, and the Board agreed that statistics from 10 libraries would be more helpful. Ms. Moore will bring that information to the next meeting. Ms. Moore finished her Financial Report by stating that this is a new Fiscal Year, so she will be implementing the new budget and preparing for an audit. She also wanted the Board to know that Mr. Rea has been cross-training with her and has done a great job in learning how to carry out many of the financial operations of the library.

**Foundation & Grants – C. Rea**

The Foundation report was included in the Director's Report. Steve Brock will attend the Foundation meeting on July 13<sup>th</sup>, 2017. He suggested that a liaison to the Foundation should be appointed at the next meeting.

**Grounds Report – R. Hladky**

R. Hladky stated that the next project is the area under the big oak tree in front of the library. He asked if there were any other issues he should know about. Laura B. reported that a new hornet's nest has been discovered; Jerri M. said an exterminator has been contacted. Ms. Blankenship also reported that C. Rea has finished building the new picnic table and it is located in the grassy area by the north parking lot. It is not secured to prevent theft. R. Hladky said he will take care of this issue.

**LCOG – Steve Brock**

Steve Brock attended an LCOG meeting in Cottage Grove. He reported that Steve Recca got a plaque and recognition for his service; everyone was very friendly and sad to see him go. Steve B. said he will be remotely attending an LCOG emergency meeting on July 13<sup>th</sup> before the Foundation meeting. Mr. Brock reported that he did not retain S. Recca's seat on the Executive Board. There is an "alternate" seat available, and that position will be decided at the next meeting.

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**POLICY REVIEW**

None. Will resume in August, starting with Board duties

**FOR THE GOOD OF THE ORDER**

Board training will be on Monday, July 17<sup>th</sup> at 11 a.m. in the library. This training will need to be publicly noticed if it is a meeting. S. Brock will take care of this.

**SUGGESTIONS FOR THE NEXT MEETING**

Agents of Record

Student Library Cards

Library Director's Vacation Benefit

Swearing in of Erik Carlstrom

The meeting was adjourned at 8:50 p.m.

Respectfully,

Laura Blankenship