

**COOS LIBRARY BOARD**  
**Meeting Minutes**

**Thursday, August 30, 2018**

**10:00 am**

**Owen Building, Coquille OR**

Attending:

Coos County Library Board: Doug Wuerth (CLB Chair; position 2), Robyn Greenlund (pos. 5), Horty Joyce (pos. 6), Tara Johnson (CLB Vice Chair-pos. 7), Frances Smith (pos. 1), and Carol Ventgen (pos. 3). Laurie Nordhal (pos. 4) was absent.

Coos County Directors: Joanie Bedwell (Powers), Barbara Caffey (Myrtle Point), Anne Conner (Coquille), Jennifer Croft (ESO), Haley Lagasse (North Bend), Teresa Lucas (North Bend), Rosalyn McGarva (Bandon), Sami Pierson (Coos Bay), Ellen Thompson (Coos Bay), Betty Vaughn (Dora), and Cheryl Young (Lakeside).

Also present: Grant Combs (Dora Library board), M. Combs (Dora citizen), Irma Curtis (Dora Library board), Curt Benward (Coos Bay Library board), Bonnie Hancock (Dora Library board), Nathaniel Johnson (Coos County Counsel), Linda Kirk (Dora Library board), Tish Mowe (Powers Library board), Christine Ponte (North Bend Library board), Gary Sharp (North Bend citizen), Linda Schwarf (Dora Library board), and Sandra Stauffer (Powers Library board).

- I. Doug Wuerth brought the meeting to order at 10:00am and informed those present that the meeting was being recorded under the auspices of Oregon open meetings law.
- II. Introductions were made. Linda Kirk requested a change to the agenda to discuss a matter concerning the Extended Services Office and its Director. It was agreed that this should be discussed, and was added to the agenda after the minutes of the previous meeting were approved.
- III. Tara Johnson moved to accept the minutes as reported by Jennifer Croft for the March 1, 2018 Coos Library Board meeting. Frances Smith seconded the motion and it was unanimously approved.

IV. Linda Kirk distributed copies of a letter from the Dora Library Board that had been previously sent to Doug Wuerth which contained questions regarding the chain of command for the Extended Services Office (ESO), and how concerns or issues should be addressed, as well as a request for the ESO Director's job description. Also distributed was a copy of the aforementioned job description as well as an outline detailing the Extended Services Office as it was explained to the Dora Library Board by Jennifer Croft on August 20th. As phrased by Ms. Kirk, Dora Library Board has concerns about the degree of collaboration between the ESO Director and the eight public libraries. They also "wanted to understand better all the issues that affect this collaboration".

Doug Wuerth requested clarification on the problem that Ms. Kirk was addressing, and Ms. Kirk responded that she didn't quite want to say there was a problem, but neither did she want to say that there isn't a problem. When Mr. Wuerth asked if her concern could be condensed into one sentence, she stated that she thinks there should be as much collaboration as possible between the ESO Director and the eight library directors and this collaboration would give us the best possible decisions. Then Mr. Wuerth asked if Ms. Kirk if she didn't feel that collaboration had been present, and Ms. Kirk responded that she thought it had been deemphasized.

Mr. Wuerth requested input from the other meeting attendees, and Anne Conner responded that she agreed, and felt that the role of the library directors had been downgraded. Mr. Wuerth then asked if circumvented could be a better word and Ms. Conner agreed and then supplied the word "ignored".

Jennifer Croft asked “What would the ideal collaboration look like?” Ms. Conner responded that communication had been lost, and that decisions were being made and then the directors were then informed of them. When Ms. Croft further asked about what type of decisions Ms. Conner was referring to, Tara Johnson interjected that this was perhaps more appropriate for an Executive Committee discussion since it seemed to involve personnel issues. County Counsel, Nathaniel Johnson then commented that this might be more of an issue of the working relationship between the ESO and the Directors rather than something to do with the ESO’s structure, and that the structure supplied in Ms. Kirk’s handout was correct as he understood it. He further explained that if something about the ESO structure needed to be changed, it would have to be addressed first with the Library Board and then up to the County Commissioners. Ms. Kirk suggested she would like to find a more appropriate time to “dive into” a list of concerns. Mr. Wuerth suggested that a meeting be scheduled with interested parties and Commissioner Melissa Cribbins. Curt Benward then suggested that Rodger Craddock, the Coos Bay city manager, should also be involved since the county contracts with the city of Coos Bay to manage ESO.

- V. Doug Wuerth explained that the Coos Library Board is responsible for evaluating the allocation/distribution formula for all the libraries in the district. According to the ByLaws and/or the Master Plan it was intended to be done annually, but it’s been nearly three decades since it was updated and it’s gotten out of balance over that time. Doug believes there is a necessity to update this formula and a committee made up of Horty Joyce, Deirdre Krumper, Doug Wuerth (ex-officio) and Carol Ventgen (chair) was previously formed to address the issue.

VI. Carol Ventgen distributed information the committee had compiled and let attendees know that they weren't ready to make a recommendation yet. The committee is seeking suggestions from the library directors on the best factors to base the formula. The criteria must be fair to all libraries, be measurable and verifiable. Ms. Ventgen explained that in spite of multiple attempts, including questionnaires and interviews dating from an attempt three years ago, the Coos Library Board hasn't been able to come up with a satisfactory update to the formula. After much discussion about which statistics could be relied upon to give valid information, Ms. Ventgen noted that it was suggested by Haley Lagasse at a recent committee meeting that Public Library Association "work units" could possibly be used and Ms. Ventgen suggest that perhaps the directors group could be of some assistance. Ms. Lagasse suggested that the library directors should meet outside of the Coos Library Board for a work session to discuss the formula and return with a recommendation. Mr. Wuerth and Ms. Ventgen both found this to be a good idea. Mr. Wuerth suggested October 15th as a target date for submitting their recommendations to the CLB.

VII. ESO Report

- A. Strategic Planning for the district and ESO is moving forward. The purpose behind strategic planning is to set goals and develop a plan of action towards achieving them. The next step is for the district to schedule meetings with a facilitator from the State Library of Oregon who will help us narrow down the options.
- B. ESO staff have come up with a new program to promote early literacy with the children of institutionalized adults. ESO will use nearly half of their Ready to

Read grant funds next year to fund a test run. The rest of the funds from ESO's Ready to Read grant will be used to support the library district's efforts at the Coos County Fair.

- C. The district wide tech upgrade project is proceeding with some delay, but without major setback. We have partial approval from USAC for Erate discount, and expect the remaining portion will be approved before the end of October. As such, it is expected that the tech upgrade project will be completed before the end of 2018.
- D. The ESO Director revisited the justifications behind purchasing a new vehicle in hopes that it would calm some of the criticism and animosity surrounding the acquisition.

#### VIII. Directors' Reports

- A. Barbara Caffey - The Myrtle Point Library is having a booksale on September 22nd. They had a successful summer reading program this year and there was some excitement recently where the library had to be evacuated.
- B. Sami Pierson - The Coos Bay Library is having a foundation fundraiser on October 20th, they're finished with summer reading, and they have purchased property for a new library building.
- C. Haley Lagasse - North Bend library has completed their Strategic Plan and have a new Mission Statement. They're working on a building remodel with a possible expansion and revamping their programming.

- D. Cheryl Young - Lakeside library's friends group sponsored much of a successful summer reading program this summer that had better than expected attendance. They're doing a fundraiser for a lithograph donated by a well known local artist.
  - E. Anne Conner - Summer reading went well, and their friends of the library group has set up a bookstore for them.
  - F. Betty Vaughn - Dora's friends of the library will be at the harvest festival on the 22nd selling pies. They're looking forward to having fiber internet, and they've also completed their summer reading program.
  - G. Joanie Bedwell - The Powers library spent their summer serving meals for kids as well as enjoying their summer reading program. Their new Chief of police did a bike rodeo that was very popular with Powers' children.
  - H. Rosalyn McGarva - Participating in National Voter Registration day and they're having a library party celebrating the Dolly Parton Imagination Library and youth literature grant purchases. Popular programs this summer were the annual snail race and a border collie performance. They've hired two more staff members.
- IX. The next Coos Library Board meeting is tentatively scheduled for November 8th.