

COOS LIBRARY BOARD
Meeting Minutes

Thursday, November 29, 2018

3:30 pm

Coos Bay Public Library

Attending: Doug Wuerth (CLB Chair), Carol Ventgen (CLB), Laurie Nordhal (CLB), Frances Smith (CLB), Robyn Greenlund (CLB), Horty Joyce (CLB), Melissa Cribbins (Coos County Commissioner), Deirdre Krumper (CLB Distribution Cmte.), Sami Pierson (Coos Bay Library), Sarah Sands (Coquille Public Library), Betty Vaughn (Dora Library), Linda Kirk (Dora Library), Jennifer Croft (ESO), Cheryl Young (Lakeside Public Library), Haley Lagasse (North Bend Public Library), Teresa Lucas (North Bend Public Library), Barbara Caffey (Myrtle Point Library), Joanie Bedwell (Powers Library), Sandy Stauffer (Powers Advisory Board), Tish Mowe (Powers Advisory Board), Noelle Ebert (SWOCC Library)

- I. Doug Wuerth called the meeting to order at 3:30.
- II. Doug Wuerth moved to amend and then approve minutes from the board's last meeting on August 30th to reflect section IV. Parts A. & B. Frances Smith seconded the motion and the minutes were amended and unanimously approved.
- III. CLB Chair Doug Wuerth explained that a CLB Committee had been assigned to reevaluate the allocation formula used to distribute Coos County tax dollars among the libraries. When the CLB last addressed this matter, the next step had been for the Coos County Library Directors group to meet to decide on boundary lines. Haley Lagasse explained that a representative of the State Library of Oregon, Ross Fuqua had met with the group to discuss a method of allocating Coos County population. Ms. Lagasse noted that the directors were currently working on a population map and would need more time before they had a reliable population distribution. Mr. Wuerth asked if a timeline could be provided, and Ms. Lagasse responded that the group would address the matter again after the holidays, and that a better answer could reasonably be expected in the spring.
- IV. Robyn Greenlund requested a status update on item IV.A. regarding ESO authority and responsibilities, from the CLB meeting on August 30th. Doug Wuerth explained that he and Tara Johnson had met with Melissa Cribbins and she had recommended we bring in an arbiter to help sort the situation out. Ms. Cribbins hasn't yet done this, but is expected to arrive shortly we'll ask her to address the matter then.
- V. In regard to the election of the CLB's Officers for next year, Jennifer Croft read an email from Tara Johnson which explained that she was unable to attend this meeting, but that she would accept the CLB Chair position if nominated. Carol Ventgen nominated Tara Johnson to serve as CLB Chair. Laurie Nordhal seconded the nomination and Ms. Johnson was unanimously elected. Doug Wuerth was then nominated to serve as Vice

Chair by Carol Ventgen. Laurie Nordhal seconded the nomination and Mr. Wuerth was unanimously elected. This done, Mr. Wuerth expressed to the group that this will be the fifth year that he and Ms. Johnson had been serving as Chair and/or Vice Chair, and while it's been great, perhaps next year it will be time for other board members to take on these roles.

VI. ESO Report given by Jennifer Croft

- A. Strategic Planning work session went well. Notes and draft statements from which are included in this meetings agenda packets. Ms. Croft then read an overview of these notes and items. Timeline for next Strategic Planning session is suggested for 5 years. ESO is also planning to complete a Strategic Plan after CCLSD's is finished. Robyn Greenlund requested that the ESO Director revisit each library's board to ensure their comfort with the direction of the plan.
- B. In regard to the district tech upgrade, USAC (Universal Service Administrative Company) previously approved funding for our Category II expenses. We're still waiting on approval for Category I, and expecting it anytime. The upgrades connected to the Category II funding have already been completed and were supposed to be functioning well. Unfortunately, we've had a problem with software witch caused data corruption on our public PCs. We are currently testing new software that we hope will be a better solution.
- C. Current copies of the ESO budget were distributed and clarifying questions were answered. The CCLSD Directors group has been discussing FYE 2020's budget already. Amounts and projects have been proposed and Ms. Croft will have a first draft on the budget at the next CLB meeting.
- D. ESO has made an effort to create library interest groups within Coastline libraries' territory. These groups meet regularly and are part of an email list that helps us to collaborate and share resources.

VII. ESO Responsibilities & Authority- Melissa Cribbins explained that Coos County contracts with the City of Coos Bay to provide ESO services, so their level of control and oversight is limited to breach of contract. There has been no concern that Coos Bay has breached the contract to date. Shortly after Ms. Cribbins came into office ESO moved from SWOCC to Coos Bay. A move of this kind is not an easy transition and she is very reluctant to make any changes to the ESO's location. Communications however could use some improvement and Ms. Cribbins would like to bring in Marcia Hart to mediate. Robyn Greenlund stated that lines of authority and chains of command should be clarified. Ms. Greenlund voiced concern that the Coos Library Board doesn't have direct oversight of ESO or the ESO Director. Doug Wuerth asked Linda Kirk to restate her concerns about the ESO Director originally voiced at the last CLB meeting. Ms. Kirk explained that the Dora Library Board was concerned with the quality of collaboration, and she feels that mediation could be helpful here. Ms. Kirk's other concern has to do

with the idea that there is no clear cut path for grievances. Betty Vaughn described a scenario where the ESO Director shortly after she started allowed an employee to make technology changes at the Dora Library that resulted in a disruption of patron services. She explained that she believed her board's concern was that should something like this happen again, there was no one for them to turn to. Ms. Cribbins explained that the ESO setup had functioned properly since communication had occurred because Rodger Craddock had made her aware of the situation at the Dora Library at the time, and they had discussed the matter. Doug Wuerth will send out an email to get information from interested parties and will be in touch with Melissa Cribbins to arrange the meeting.

VIII. Directors' Reports

- A. Cheryl Young - Lakeside library has a busy december Gingerbread House, movie hot chocolate day. Have a raffle for a lithograph, tickets are \$10. An employee has made a christmas quilt they are selling raffle tickets for.
- B. Joanie Bedwell - Contest w/school for read-play-learn packs. Having computer and printer issues. Also courier problems.
- C. Sami Pierson - Programs, meteor showers, history programs. Making bath bombs on Dec. 6th.
- D. Betty Vaughn - Busy Statistics, quarterly reports. Processing books from the Refreshing our Youth collection. Looking to increase programming at the library.
- E. Barbara Caffey - Soup lunch on Dec 7th. Only 2 boxes of the Refreshing our Youth grant left to cataloging. Back to full level of staff. Recruiting in Jan/Feb to replace Barbara.
- F. Herty Joyce - Book sale coming up. National Star award recipients.
- G. Haley Lagasse - Enjoyed staff development day. Holiday open house on Dec 15th in the afternoon with gingerbread houses and a local band. Doing some outreach at Pony Village Mall.
- H. Sarah Sands - Finished with grant books no upcoming programs. Finishing up with Ready to Read books. Shelly and Sarah are going to an event in Roseberg focusing on STEAM programs.

IX. Next Meeting - Thursday, January 10th at 2:30pm., Coos County Courthouse Rm. 121.