

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; and Lisa Marston, JCLD Executive Administrator. George Prokop, JCLD Budget Committee, was present to observe the meeting.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:07 a.m.

WELCOME AND CHAIR'S REMARKS

Swift welcomed attendees. There were no updates to the agenda.

Ruth Metz, library consultant and today's meeting facilitator, read the purpose as written on the agenda:

Following our work session with Ruth in November 2016, we wanted to have our chance to reflect on the report and information Ruth gave us. We decided that we should meet again after the holidays to develop an action plan for the long-term; that is, for operating the library without a third-party. Our purpose today is to determine an action plan for making that a reality.

We also said that we wanted to work with LS&S and our new director to improve library operations and our relationship with LS&S in the near-term and over the term of our contract with LS&S. We will focus on this objective at a second retreat, Feb 3rd.

DEVELOP THE BOARD'S ACTION PLAN FOR POST-LS&S PERIOD

- What needs to happen?
- What functions need to be taken on, for example, HR, and how will we provide for these functions?
- What is the sequence of events and our timeline?
- Who will do what? By when?

Included below is content written on flipchart sheets during the meeting:

Sheet 1:

Develop an action plan to help the Board get the library through the transition, regardless of the date. Make sure the HR transition, e.g., payroll, etc., goes smoothly.

Sheet 2:

Make a commitment to staff, e.g., sustain/increase compensation.
Library staff could be damaged; don't want that to happen.
Provide library staff with job security, including the library director.
Want Jamar Rahming to be able to stay if desired.

Sheet 3:

A written response from LS&S to what the Board develops today, i.e., what the Board means when asking LS&S to “help with the transition”

LS&S is asked to do their personnel work well and to act professionally, responsively, timely, and in “good faith” leading up to the transition

Board is asking LS&S to allow the Library Director (Jamar Rahming) to participate in all planning related to the transition

Board is asking LS&S to cooperate with the Board’s consultants, i.e., assessment of resources, technology

Sheet 4:

HR

Staffing the library

- The Director
- Job descriptions
- Salary structure
- Compensation structure
- Benefits
- Organizational chart
- HR policies, A-Z

How? i.e., staffing model

- Contract
- In house
- Hybrid

Sheet 5:

Other administration functions

- Payroll
- Financials
- Accounting
- Purchasing
- Public procurement/contracting
- Facilities
- Information Systems
- Polaris
- Equipment

Sheet 6/6a:

KEY: Knowing what we can afford in terms of collections, personnel, facilities, technology

Service plan and budget

Strategic financial plan and funding plan

Technology plan

Marketing Plan

Facilities Plan

- Contract(s)
- In house
- Hybrid

Other facility-related considerations:

- Storage, e.g., snow tires
- Before taking over the facilities, the leases must be revisited

Integrated Library System, e.g., Polaris ILS
Collections procurement/processing

Sheet A

2020 Service Plan & Budget

- Operating
- Reserves
- Capital reserves
- Technology

District Admin Functions & Costs

Compensation Plan

Facilities Futures Plan

Technology Plan & Budget (including assessment of community resources)

Sheet B

2020 Technology Budget

1-page plan

LS&S proposal

Edge Initiative

Metz report

Expertise on staff

Technology Committee/Board/Other

County IT?

Our George

Community resources (3-5 selected)

We want...

What should we be budgeting for...?

- Operations
- Reserve/replacement

What are trends we should be aware of?

Sheet C

What services should we be prepping for?

What should we be thinking about with regard to ILS industry?

When you look at our Strategic Plan and the community needs identified in the strategic plan, along with the Metz Report, what should we be doing to advance the library in our community – help us ballpark costs

Sheet D/Sheet E

District Administration (Out-house, In-house, Hybrid)

- HR
- Payroll
- Accounting
- Insurance
- Legal
- Risk Management
- Investments
- Purchasing/Procurement/Contracting
- Budgeting

- Couriers
- Custodial
- Board Development/Education
- Communications/PR

Ask Todd D. at Deschutes:

- Where are the holes?
- What works well?
- What should we avoid?
- What would you do?
- How did you develop your chart of accounts?
- What software do you use?
- What are we missing?
- What should we be asking?
- What should we be worried about?
- What are opportunities we may not be aware of?
- What are the +/- of contracting out or not, i.e., how has that worked for you?

Sheet F

Facilities Future Budget 2020

- Estimate ongoing costs of current maintenance
- What type of facilities are needed for the future?
- Capital Improvement Plan framework
- What cost projection mechanism should we use?
- Contract out, or not? + internal facilities support (ref: DPL)
- If there is a key assumption, note it.
- Additional facilities?
- Look at the strategic plan data
- Gale/Cengage

Sheet G

2020 Service Budget

What can we afford?

- When looking at staffing, consider the following:
- Average of professionally staffed libraries
- Comparative data, i.e., Deschutes, Fort Vancouver
- Geographic differential
- What is competitive and fair?

Should be a program-based budget that considers items that include, but are not limited to:

- Hours
- Early Childhood Literacy (ECL)
- Youth
- Spanish

Sheet H

Assumptions about the Operating Budget

Pie Chart graphic showing:

- 55% Personnel
- 20% Collections
- 25% All other operations

Other budget items to consider:

- Capital
- Reserves
- Technology

Sheet I

Staffing proposal from LS&S

Our letter to LS&S

Adding programs – want to do

- Lack of response
- In contract

Sheet J

Agenda Planning for February 3, 2017

- Offer Letter from Don Charlton (offered positions)
- Decision regarding new “Strategic Plan” positions proposed by LS&S
- Service enhancements to increase adherence to OLA standards
- Priorities of services, e.g., and including staff compensation

Sheet K

Action Matrix

What	Who/How	By when
2020 Technology Budget	Jill, Monica, Lisa, Jamar (Technology consultant from assessment)	April 30, 2017
2020 District Administration Budget	Mo, Susan, Lisa, Jamar (Todd D. as special adviser) 2 days/phone 2-3 people plus Todd	April 30, 2017
2020 Facilities Future Budget	Carol, George, Lisa, Pat	April 30, 2017
2020 Service Plan/Budget	Jamar/Staff, Monica, Jill	April 30, 2017
2020 Bring-it-all-together Budget		May 30, 2017

WRAP UP

Metz summarized what was accomplished.

AGENDA BUILDING FOR FEBRUARY 3, 2017

See Sheet J above.

ADJOURN

Swift adjourned the JCLD Board Retreat/Study Session at 3:37 p.m.

/s/ Lisa Marston

Recording Secretary

Approved - February 9, 2017