

Wasco County Library Service District

Board of Directors Meeting Minutes

January 20, 2026

Time: 4:00

Location: The Dalles Public Library

Board Members Present Rita Rathkey (Chair), Tina Coleman (Vice Chair), Mary Jo Commerford, Corliss Marsh, Mary Beechler

Staff Present Jeff Wavrunek, Valerie Stephenson, Sarah Tierney, Kirsten Wells

Call to Order

- The meeting was called to order by Rita Rathkey. A quorum was present.

Recognition of Visitors and Interested Parties

Opportunity to Amend the Agenda

Approval of Minutes

- November 18, 2025 Minutes Approved

Library Director Reports

- No questions raised

Old Business

ALA Board Training (ALA Video Series)

- Training emphasized state-specific public meeting laws, Robert's Rules of Order, and board governance best practices.
- The Board President serves as chair but does not hold additional authority beyond other trustees.
- New board members should receive approximately two hours of onboarding training.
- The Board acts collectively; individual trustees have no independent authority.
- Policy on public commenting for the District?
- Strong working relationships are essential to board effectiveness.

Discussion:

- Mary Jo asked about the District's current onboarding process.
- Jeff noted there is no formal onboarding program; the ALA videos are the first structured training effort.

Intergovernmental Agreement (IGA) Review

- Maupin Computers
 - Jeff reviewed the Memorandum of Understanding (MOU); hardware funding responsibility of the county.
 - Mary expressed urgency, noting Maupin cannot wait for computers to fail.
 - Valerie suggested Maupin may need to independently arrange technical support.
 - Mary asked whether a loaner computer could be provided.
 - Jeff will follow up with County IT and report back early next week.

Capital Improvement Plan Review

- Jeff presented an initial capital improvement plan, not yet reviewed with City Manager Matthew Klebes.
- MaryBeechler noted no apparent new additions; Jeff clarified a security cage and performance center would be new projects and the staff room is currently being remodeled.
- Tina and Mary requested clearer goals, timelines, funding targets, annual savings, and project prioritization as well as notation on which projects the city will contribute to and their projected commitment. A clearer document will also provide accountability.
- **Action Item:** Tina requested the revised reporting format be presented at the next board meeting.

HVAC Progress

- Jeff reported the project has not yet begun despite assurances.
- Contract includes a hard deadline of April 1.
- City (Mike) is managing the project.
- Ventilation is included; similar work was completed in the Hermiston maker space.
- Original timeline was five months.
- Tina asked about penalties for missing deadlines; Jeff noted this may involve the City Attorney.

Dufur Memorandum of Understanding

- Current MOU is heavily marked up and not easily readable. Tina requests a new copy.
- Valerie will get Tina a clean copy.
- Tina will meet with Dufur School Administration to start MOU.
- Tina requests this be added to next month's agenda.

Vision Statement Review

- Jeff- strategic planning meeting today with Darci at the State Library. Darci recommends the board author a new vision statement after the staff writes a new mission statement March 4th.
- Darci will help facilitate a meeting with the board to write new Vision Statement in April or May

Teen Library Council

- Rita suggests representatives from the Teen Library Council attend a library board meeting.
- Jeff explains the teen board needs a reboot and he's talked with the teen librarian (Ambrielle) about facilitating this.
- Teens will be invited to participate in the community strategic planning meeting.

Library Board Shared Drive for Working Files

- Darci with the State Library confirmed that we do not need to post working documents for the public but they must be provided if requested through public records.
- Kirsten will follow up on establishing a drive (likely google) for the board to collaborate on working documents.

Final Review of Material Selection Policy

- Board approved Material Selection Policy

New Business

Review of 2025 Goals

- **Goals document and the Memorandum of Understanding (MOU) need to be added to February board packet.**
- **Board will create goals at Feb meeting.**
- **Items listed from previous discussion:**
 - Create a more unified district. Diverse population services district wide. Bookmobile and district programming help meet this goal.
 - Gather demographics of the district now and future trends.
 - Increase district board diversity.
 - District wide facility needs assessment

Budget

- City Budget deadline Feb 14th
- Board requests funds for tech support and tech equipment be budgeted as needed.
- Jeff clarified tech is in his budget. The question is maupin and dufur. Board to explore whether the county or city of The Dalles will provide support and cost out on an hourly basis?
- Sarah - confirms the school district does NOT service the library computers. 3 computers - 1 supplied by the school. The other two computers and a printer are the library property. Computer she uses for circulation is library property - not school property.
- Note : Jeff will be reporting back to Library Board in February and March on Proposed Budget

Financial Review

- Money left in the budget unused can be rolled into savings for projects like storage and performing arts center.
- \$200,000 currently can be accessed easily through the contingency fund.
- Jeff - we lost \$60,000 in compression (assessed value of real estate vs actual) however tax funds for next year are still going up

Strategic Planning Update

- March 4th - staff meeting
- April 6th - community meeting - 1 board member as a listener
- Vision Statement writing workshop guided by Darci - March or April

OLA

- April 22-24
- In Portland at Holiday Inn
- Kirsten will send email with reservation information

Meeting Adjourned

Next Meeting: Tuesday, February 17, 2026 at The Dalles

**Wasco County Library Service District,
Board of Directors**

Rita Rathkey, Chairman

Tina Coleman, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Mary Jo Commerford, Board Member

Next steps

- Jeff: Reach out to Andrew (county IT) and David (city IT) early next week to discuss potential IT support for Maupin and Dufur libraries.
- Jeff: Check with IT (David) about possibility of providing a loaner computer to Maupin while permanent solution is determined.
- Mary: Type up and send the picture of the whiteboard with previous goals to the group.
- Jeff: Update the capital improvement plan document with project end goals and city cost-sharing notation for next month's meeting
- Kirsten: Send information about OLA conference registration and hotel booking to the group
- Board member (to be determined): Attend April 6th community meeting as observer
- Valerie: Obtain and send signed copy of Maupin MOU to Tina
- Tina: Schedule MOU discussion on next month's agenda
- Board: Create new 2026 goals document for next month's meeting
- Kirsten: shared drive for Library Board collaboration