

# Wasco County Library Service District

## Board of Directors Meeting Minutes

Tuesday, February 17, 2026 – 4:00 PM

**Time:** 4:00

**Location:** The Dalles Public Library

**Board Members Present** Rita Rathkey (Chair), Mary Jo Commerford, Corliss Marsh, Mary Beechler

**Board Members Not in Attendance** Tina Coleman (Vice Chair)

**Staff Present** Jeff Wavrunek, Valerie Stephenson, Kirsten Wells

### Call to Order

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

### Recognition of Visitors and Interested Parties

- Brenda Fahey, Assistant City Manager
- Brita Meyer, Financial Director

### Opportunity to Amend the Agenda

- Mary Beechler requests to add
  - Media/Public Commenting Policy (as a follow up to last month)
    - Rita will add to 'New Business' but not sure there's time to address today
  - Capital Improvement Plan (follow up on the board's request for a different type of document)

### Approval of Minutes

- January 20th, 2026 Minutes Approved

### Library Director Reports

- Mary Jo loves the Tea & Tranquility program
- Rita enjoying the Shakespeare program
- Mary Jo clarified the process for adding additional copies of popular books
- Rita likes the Book Mobil report

## Visitors Address the Board

- Brenda Fahey, Assistant City Manager, and Brita Meyer, Financial Director address board
  - Brenda and Brita are attending to get to meet the board and experience a library board meeting and learn about the priorities of the board.
  - Board shared that the library is currently in the process of strategic planning with the assistance of the state library
  - One priority of the board is to listen to the community and serve their needs. Statistics indicate the library is doing that well. (Program attendance double that of last January.)
  - Mary shared that one of her priorities would be the IGA. Ensuring everyone is well familiar with the IGA and consistency and transparency in reporting - ie shared cost for capital improvements, the 50/50 split for projects and tracking. The board is uncomfortable with the costs the city charges and tries to move expenses to county level when possible so that south wasco isn't having to pay The City of the Dalles.
    - City of the Dalles originally agreed to not charge any admin fees and did not for many years - BUT now charge and have increased fees every year.

## Old Business

### ALA Board Training (ALA Video Series)

- Video link will be shared via email for board members to watch at home. Video not shown in today's meeting.

### Intergovernmental Agreement (IGA) Review

- HVAC (Review of the Capital Improvement Plan)
  - HVAC - mostly finished w children's room. Have not started the original part of library building yet, but they seem to work fast. April 1st deadline.
- Maupin and Dufur Computer Support
  - The Educational Service District will service the computers in Maupin and Dufur. They're preparing a contract for us to sign that will be renewed every year. Should start within 2 weeks. Jeff doesn't have any details on financial arrangement yet.

### Dufur Memorandum of Understanding – Tina w/ Report

- Dufur Memorandum - Tina isn't here this month to report. Move to next month's agenda.

### Shared Drive Update

- Google Drive creation in process. Invitation will be shared with board by email.
- State Library clarified that working documents do not need to be made public unless requested in writing. Permissible to have a shared drive for collaboration.

## **New Business**

### **Review of 2025 Goals**

- 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

### **Maupin Memorandum of Understanding**

- Maupin MOU sent Feb 3rd by Valerie. Revisit in May.

### **Budget Report and Discussion– Jeff**

- Capital Improvement Plan
- Board Request more clarification on the CIP document (continuation from last month's meeting)
  - New format that shows 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.
  - Total project cost - note if it's an estimate
  - Clarify which projects the city will contribute 50% to and which projects are sole responsibility of the library

### **Storage Shed & Performing Arts Center/Auditorium**

- Jeff met with Matthew and Brenda
  - The City will proceed with a storage shed and not a PAC
    - The PAC would require more parking spaces that the city has space available for.
    - Storage shed will be built in upper parking lot that will be shared with maintenance and the friends of the library
    - The building will take up about 3 parking spaces
    - Mary reiterates the need for facility needs assessment. Brenda comments that a professional space planning to optimize our current property could be a possibility.
    - Board emphasises the need for facilities to accommodate all the programming The Dalles library puts on.

### **OLA**

- Kirsten to send out links for registration and hotel, etc.

### **Financial Report**

- Jeff will email report w link for ALA training

### **Meeting Adjourned**

**Next Meeting:** Tuesday, March 17, 2026 at The Dalles

April will be held in Dufur

May will be held in Maupin

## **Next steps**

- Jeff: Send out ALA training link
- Kirsten: Send out minutes from meeting
- Kirsten: Shared drive
- Kirsten: Combine signature page for Maupin MOU- new pdf
- Jeff: facilities needs assessment/space optimization plan for next year
- Jeff: email financial report