

**Wasco County Library Service District  
Board Meeting  
Tuesday, April 15, 2025  
Location: Maupin Library & Zoom**

**Board Members Attending:** Dave Mason, Mary Beechler, Rita Rathkey,

**Staff Attending:** Jeff Wavrunek, Valerie Stephenson, Sarah Tierney, & Rita Squires

**Called to Order:** The meeting was called to order at 4:44 p.m. by Dave Mason

**Minutes:** Rita Rathkey moved to approve the minutes as presented, seconded by Mary Beechler. Vote was unanimous, and the minutes were approved.

**Library Director Reports:** There was a question about where the Bookmobile schedule could be found. It was pointed out that not only is it posted on the website, but it is also available at the libraries.

**Visitors and interested parties:** Matthew Klebes, City Manager of The Dalles (via Zoom)

**Old Business:** Social Media and Bookmobile policies – have both been adopted by the Board of County Commissioners, and can now be posted to the website.

There was a brief discussion regarding policy review, and whether or not to do a fourth one for this year. The plan had been to review three policies per year, which has already been accomplished, as the Social Media policy was given priority. The Board pointed out that there is plenty of time to do a fourth one this year; and will leave it up to Jeff as to whether or not to do another and which one that would be.

Strategic Planning Session – Jeff has talked to Darci Hanning, at the State Library; who gave him the names of a couple of other people who offer their services for strategic planning. One of them is MaryKay Dahlgreen, who will not do unless we are part of Special Districts Association of Oregon, as she only does work for SDAO. Mary Beechler said she has some experience with Special Districts, and you can get a lot of benefits out of it, but whether it would benefit us or not is unknown. Jeff will find out what the benefits of joining the SDAO would be, and what it would cost.

The second name given was Erin McClusky, who is a former library director from Pendleton. She would charge \$20,000 for 4 or 5 meetings. Two of the questions she asked were whether we wanted a Vision Statement and do you want to drill down to the objective level. Was the Strategic Planning going to be goal level, or were we going to go deeper and have objectives for each goal.

If we use Darci Hanning, she would be free, but we would have to do a lot of the writing; which is also what Erin McClusky said.

After a discussion, the Board said that before deciding, they want more information. One of the things for Jeff to ask Erin is what would the cost be for goals, as well as goals and objectives. He will also find out what it would cost to join SDAO, and what MaryKay would charge if we did. He also needs to find out if Darci would be available, as there was the possibility of her retirement. The Board wants the information shared with them as to what they are going to get. It was clarified that the Strategic Planning is for the whole District, not just The Dalles Library. However, the objectives for each site might be different. Jeff is hoping that Darci or Erin can bring fresh ideas based on prior experience writing Strategic Plans.

Maupin MOU – There was a discussion regarding the use of the word “covers;” it was clarified that this does not prohibit the reduction of the budget amount if there was an economic downturn. Mary and Valerie have done an excellent job on this; Jeff say it’s ready for the City of Maupin to sign.

Dufur MOU – who is going to be involved? It will be the School District, City of Dufur, the Board chairperson, Tina Coleman (who is the Dufur representative on the Board), and Jeff. It was thought that June would be a good time to start on this, since the meeting will be in Dufur anyway. Someone asked about programs for adults at Dufur. It was stated that that should be part of the strategic planning.

City Administrative Fees -- Matthew Klebes explained the methodology formula. Dave asked about the Finance cost, he remembers that last year they were told that it had to do with volume. Since so much of that has now shifted to the County, shouldn't the cost go down? Matthew explained that it is calculated based on percentage share, last year it was 10.65%, and this year it is 10.35%. It is the percentage share, and then the total cost of services delivered, which tends to go up every year just based on salary increases. Mary Beechler asked if there is anything that we can do differently to reduce that administrative fee. Is there something else that could be shifted to the County? Matthew said he could not think of anything right now, as it is a City owned building, City IT, and City employees; but he will certainly think about it, and is more than willing to discuss again in the future. Dave commented that the Finance amount is still very high, considering so much moved to the County. He asked if other departments also saw a decrease. Matthew explained that now that a \$15,000,000 capital project through Public Works was completed, which had accounted for a lot of invoices, draw downs, multiple contractors, and a lot of financial work, that they also saw a decrease.

After thanking Matthew for his time, the Board talked briefly about how last year they were led to believe that the finance fee was based on the volume of work. However, today Matthew explained to them that it is based on a percentage, split among each department. This is not what the Finance Director had told the Board.

Director Evaluation Form – looks good; Dave will send it out to everyone, and when completed, Board members will submit theirs to Dave, who will forward it to the City.

OLA Conference – Rita and Mary are going, checks covering meals were passed out.

There is a training for Trustees webinar that Mary attended. She stated that we are doing everything they recommend.

Ethics statement – everyone thought it looked good, they will adopt and sign in July.

**New Business:** Board vacancies – this is a work in progress; Jeff has the name of one possible candidate.

Board Self-evaluation – form handed out, they will review it in May, and bring it back to the Board in June.

**Financial Review:** Jeff passed around copies of next year’s anticipated budget. Courier costs are expected to increase substantially next year due to IMLS cuts. The consortium is discussing this now. Jeff might have to move more money into “contractual services” to help cover the cost.

Budget for next year, as presented, looked good to the Board.

**Next meeting:** The next meeting will be held on Tuesday, May 20<sup>th</sup>, at 4:30 p.m. in The Dalles.

**Meeting was adjourned** at 6:10 p.m.

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

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Dave Mason, Chairman

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Rita Rathkey, Vice Chairman

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Corliss Marsh, Board Member

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Mary Beechler, Board Member

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Tina Coleman, Board Member