

**Wasco County Library Service District
Board Meeting
Tuesday, March 18, 2025
Location: The Dalles Library & Zoom**

Board Members Attending: Dave Mason, Mary Beechler, Rita Rathkey, Corliss Marsh

Staff Attending: Jeff Wavrunek, Sarah Tierney

Called to Order: The meeting was called to order at 4:37 p.m. by Dave Mason

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

Visitors and interested parties: Matthew Klebes, City Manager of The Dalles, was here to talk about the formula used to determine the Administrative Fee for the upcoming budget year. Because invoices for items for the District are now going to County Finance instead of the City, the Board thinks the administrative fee should be reduced. There are other factors that determine the fee. For instance, the new Assistant Library Director position, is the Programming and Outreach Coordinator position bumped up to a non-exempt position. Matthew used as an example the position currently open at City Hall for an Assistant City Manager. That position is going to combine with the Human Resources Director position. The salary range will be slightly higher, but both of these positions need City Council approval.

Matthew used the white board to show an example of how the administrative fee formula is determined. Various factors were discussed; and the Board was assured that they will receive a draft of the proposed methodology by April 1st.

Matthew gave an update on the HVAC. The tentative timeline is to put it out to bid late this spring, and to do the project in the fall. Things that have to be taken into consideration are the time it takes to order and receive parts. Prices may increase. Speaking of which, as far as the new storage building for the upper parking lot, cost increases have already been negatively impactful. Originally, the anticipated cost was about \$380,000. It is now anticipated going over \$500,000.

Matthew asked about the self-checkout machine. Was there something the city IT department could do. Jeff explained that they have been helping. The issue seems to be with the Sage consortium ILS. Their servers seem to be dropping us since the latest update in November.

Matthew wants to be kept in the loop about library expansion plans. There are a lot of factors that go into something like that and he needs to be in on it from the beginning.

Library Director Reports: There was a question on The Dalles report regarding changing the 5-Year Capital Expenditure Plan. Jeff stated it keeps changing. Jeff put \$100,000 into the Capital Improvement Fund for the new addition; but Matthew has reservations. The \$100,000 is in the library's reserve fund.

Old Business: This is the third time visiting the Ethics Statement with the possibility of adopting. The suggestion was made to change the wording, removing "trustee" and replacing with Board; and everywhere that it says trustee, replace with Board or Board member. Dave asked for a motion to adopt the statement, with the recommended changes; and to note that this is something that would be reviewed at the annual meeting each July. Mary made the motion to adopt the Ethics Statement, with the adjustments suggested, and that it be revisited in July; seconded by Rita Rathkey. There was no further discussion, and the vote was unanimous.

Social Media and Bookmobile policies, which were approved previously, are ready to be signed.

Strategic Planning Session -- Jeff said that in talking to Darcy, at the State Library, she wanted to relay that if funding gets reduced, she's going to take early retirement, so wouldn't be available for strategic planning. She did suggest two other names.

Maupin MOU -- Jeff can't attend the meeting on April 1st. Brief discussion as to whether they should go ahead without him. Yes, they will. There was a question regarding finances, is it going to show a formula for how much money they are going to get each year? The response was that they can't specify how much for each year, as that would change it from an MOU to a contract. However, wording can be put in about striving to increase the library's funding each year based on the expected tax revenue report prepared by the Wasco County Assessor. Dave congratulated Valerie and Mary for doing some great work.

Van phone and Wi-Fi update -- The phone has been purchased. However, there have been problems with the SIM card that provides Wi-Fi to the van. The Board will like to see a more comprehensive van report each month, listing each stop with number of patrons.

County financial statements -- Jeff said that the county finance director sent a sample report that would work, similar to the City's. Jeff will ask for this report on a monthly basis.

Financial Review: no issues

New Business: Director’s evaluation form – Dave has done some research, and sent out a sample form. Mary Beechler pointed out that it needs to say “advisory board” as that is what they are. There was a discussion as to whether the wording on the top of the evaluation form should be changed to reflect the fact that the board is assisting the City in the evaluation. It was pointed out that the Board’s by-laws state that they are responsible for an evaluation, with the evaluation then going to the City for the actual evaluation that goes in the personnel file. The form Dave shared is library specific, unlike the form used by the City. The board likes this form, because it is library specific. There are some modifications they would like, such as rating levels. Suggestions for changes need to be sent to Dave by April 1st, and it will be up for adoption at the April 15th meeting.

There was a brief discussion regarding the OLA conference in late April, as to which LB members are going and if hotel rooms are needed.

Meeting was adjourned at 5:53 p.m.

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

Dave Mason, Chairman

Rita Rathkey, Vice Chairman

Corliss Marsh, Board Member

Mary Beechler, Board Member

Tina Coleman, Board Member