

# Sherman County Public School Library Board

April 12, 2023

## MINUTES

The regular meeting of the Sherman County Public/School Library Board was held at the Sherman County Public/School Library at 4:00 pm on April 12, 2023.

Present were: Arla Melzer, Joan Bird, Kristie Coelsch, Janet Pinkerton, and Sheri Carlson.

Guests: Wes Owens

**Approval of the March 14, 2023 minutes:** Motion to approve as presented: Kristie Coelsch

Motion Second: Janet Pinkerton

The minutes were unanimously approved.

### **New Business:**

Becca Earl was introduced as the new hire for the position of School Library Director.

### **Old Business:**

Developed by Wes Owens, draft position descriptions for the following were read and discussed: Instructional Assistant III-Public Library Director, Instructional Assistant II-Public Library Assistant and Instructional Assistant II-Library Assistant.

Final position descriptions and a hiring schedule will be determined by the classified personnel decisions currently being negotiated.

Proposed Public Library budget information is due to the County Finance Officer by April 18. With information gathered from the district business manager and based on 50 public hours a week during the school year and 22 hours during the summer plus 7 hours a week for the transit employee, Arla will present the proposed budget to the county by the requested date.

The work schedule for the Public Librarian and Public Librarian Assistant was reviewed and discussed. With budget approval, it is proposed the library be open to the public 40 hours a week during the school year and 22 hours during the summer. Depending on public use and programs participation, Joan Bird asked that the schedule be revisited in 2 years.

A \$16,000 bid for the repair of one leaking window and seal has been sent to the County Court by Bend Commercial Glass and Door. The Court will approve the bid at their upcoming meeting.

### **Other:**

A question concerning the supervision and administration of the library staff was asked by Chairperson, Arla. The District Superintendent or his delegate will oversee all library staff and subs. There are still questions concerning the pay rate for library subs.

Per Joan Bird, the County Court has signed a revised ORS 357.490, Library Board General Powers. Appointment of the librarian/staff and the approval of expenditures from the library fund or the public library building fund have been removed from the previous resolution.

Being no further comments from the board nor visitors the meeting was adjourned at 5:15pm.

The next scheduled meeting is May 18, 2023 at 5:30 pm at the library.

Submitted by Sheri Carlson