
District Board – February Meeting

When: February 12, 2025
5:30 p.m.

Where: Library Administration
507 NW Wall St. Bend, OR
Zoom: <https://zoom.us/j/98807727095>

MINUTES

ATTENDEES

Present were Board Members Erin Trimble, Anne Ness, Bunny Thompson, and Betsy Tucker. Ann Malkin was unable to attend.

CALL TO ORDER

Tucker called the meeting to order at 5:30 p.m.

WELCOME

Tucker welcomed all attendees to the meeting.

MINUTES

Ness moved to approve the consent agenda. Thompson seconded. Trimble, Ness, Thompson, and Tucker voted in favor. The motion carried. Malkin absent.

PUBLIC COMMENTS – LIMITED TO 20 MINUTES

None

GOVERNANCE PROCESS

- **Education: Community Engagement**
Communications Manager Tina Davis presented on what, who, and how the Community Engagement team works throughout the district.
- **Bond Updates**
 - ◆ **Owner's Representative Report**
Owner's Representative Greg Holcomb provided an update on the bond program.
 - **Action: Branch Furniture Amendment** Ness moved to provide the library director with signing authority up to \$350,000.00 for the Sisters and La Pine Library's adjusted furniture contracts and up to \$165,000.00 for the Sunriver adjusted furniture contracts. Thompson seconded. The motion carried. Malkin absent.
- **Review: Quarterly Financials**
Business Services Manager Robert Guzzo provided an overview of the YTD financials for the quarter ending 12/31/24.
- **Review: Fund Balance Policies**
Library Director Dunkelberg provided the board with the Fund Balance Policy.

- **Action: Budget Calendar**

Trimble moved to appoint Library Director Dunkelberg as Budget Officer. Ness seconded. The motion carried. Malkin absent.

Thompson moved to adopt the budget calendar as submitted. Trimble seconded. The motion carried. Malkin absent.

- **Action: Establish 2025 Annual Calendar**

Ness moved to adopt the 2025 Annual Calendar as submitted. Thompson seconded. The motion carried. Malkin absent.

BOARD-LIBRARY DIRECTOR LINKAGE POLICIES

The Deschutes Public Library District will conduct an executive session to review the performance of the Library Director as pursuant to ORS 192.660 (2)(i)

- ◆ End of executive session – Continuation of board meeting
- ◆ Annual Monitoring of Library Director Performance

Thompson moved to table the Annual Monitoring of Library Director Performance salary discussion to the March 12, 2025, board meeting. Trimble seconded. The motion carried. Malkin absent.

LIBRARY NEWS

- ◆ Dunkelberg sent out information to staff on the Executive Orders that were issued and to address some concerns that were being expressed. In doing so, the Executive Orders do not change the way we do business.
- ◆ Opening of the Redmond Library was exciting and phenomenal.

FOUNDATION NEWS

- ◆ Recruitment for new board members is going well.
- ◆ Author! Author! series for 2025 has been finalized.

CRITICAL COMMUNICATION

No critical information was identified at this time.

SELF-REVIEW OF THE MEETING

Thompson: A very mellow meeting. Appreciated the Community Engagement presentation.

Ness: Verified the March 3, 2025 board work session.

Trimble: Appreciated the Community Engagement presentation. Appreciated that the budget is on track.

Tucker: Appreciated Holcomb's report that the safety systems are working well.

The meeting adjourned at 7:59 p.m.

ATTEST

Todd Dunkelberg
Library Director