

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING**

Tuesday, January 11, 2005

Rodriquez Annex, 4:30 pm

Members Present: Marie Glenn, Stephen Hillis, Naomi Jacks, Susan Stovall, Leslie Weigand

Staff Present: Dallas Shaffer, Interim Director, DeRese Hall, Jennifer Alderson

1. The meeting was called to order by Chair Leslie Weigand at 4:35 pm.
2. Consent Agenda
 - a. Stephen moved and Susan seconded a motion to approve the consent agenda. Passed unanimously.
3. Regular Items
 - a. Old Business
 1. Board Evaluation. Susan will provide Naomi with a form and then collate the information and report at the next meeting.
 2. Purchasing Policy. No changes were made.
 3. Film Committee. Stephen distributed the proposed Board by-law change and Appendix. Actions will be taken at the next meeting.
 4. Michigan Handbook. It still has not reappeared.
 - b. Budget Calendar and Budget Report. Leslie, Susan and Dallas will work to organize the budget planning process for FY 05-06.
 - c. The Board received the important dates for the upcoming Special District Board Election from the County Clerk.
 - Jan. 28 – Deadline for returning completed District Director Information form to the County Clerk. Leslie will do so.
 - Feb. 2 – County clerk publishes notice of district election.
 - Feb. 7 – First day for candidates to file
 - March 17 – Last day for candidates to file
 - May 17 – Election DayTerms expiring: everyone except Leslie, since Naomi was appointed only until the next election upon Milne Macy's resignation.
 - d. Interview logistics. Details for the candidate's visits January 14-15 were discussed.
 - e. Automation Report. Dallas reported on a scheduled meeting with Julie Quaid of the Confederated Tribes of Warm Springs and Jim Schepcke, State Librarian Wednesday January 12th. She also reported that the consultant's report is due in early February and that it appears that we will need additional funding. The plan is to approach the Meyer Memorial Trust.

4. At 6:16 the Board went into Executive Session for the purpose of discussion of personnel issues (recruitment process) in accordance with ORS 192.660(2)(i).
5. At 7:30 the Board reconvened in public session. The Board reported that it had discussed interview questions for the director candidates. No action was necessary.
6. The Board approved a revision in the Personnel Manual Policy 10 to state that the Director "may or may not "sit in the executive session when an appeal is being heard.
7. Agenda building for February 8 meeting (Dallas absent)
 - a. Financial Report from Mick Knobel
 - b. Board By-Law change we Film and other standing committees
 - c. Budget process
 - d. Board self-evaluation report

Upcoming Meetings

January 14 – Community Forum with candidates – 7:30 pm, Annex

January 15 - Executive Session – Candidate Interviews – 8:30 am, Annex

January 16 – Executive Session – Evaluation of candidates – 10 am, Glenn home

February 8 - Regular Meeting – 4:30, Annex

Respectfully submitted,

Dallas Shaffer, Clerk to the Board