

JEFFERSON COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS
MONTHLY MEETING MINUTES

Tuesday, February 8, 2005

PRESENT: SUSAN STOVALL, STEPHEN HILLIS, NAOMI JACKS AND MARIE GLENN
ABSENT (EXCUSED): LESLIE WEIGAND
VISITORS: NONE
STAFF PRESENT: DERESE HALL, JENNIFER ALDERSON

1. Board Vice-Chair, Susan Stovall, called the meeting to order at 4:34 p.m. It was moved by Hillis to accept the Agenda with flexibility. Motion was seconded by Glenn and adopted.
2. There was no public forum.
3. Minutes of January 11, 2004 were approved. (Hillis/Jacks)
Minutes of January 15, 2004 were approved. (Hillis/Jacks)
Minutes of January 16, 2004 were approved with the correction of staff present to delete DeRese Hall and Jennifer Alderson. (Hillis/Jacks)

Deleted: accept

January Financial Report: Financial Report was approved (Hillis/Jacks)

PRESENTATION BY MICK KNOBEL: REPORT

*Talked with Dallas Schaffer about meeting with new Director, Sally Beesley. The meeting will be at 2 p.m. on March 1, 2005. Any two board members are invited to attend to help “pencil out” the budget.

*Steep learning curve—not too difficult, but “now just want to get a handle on what you need”. Urgent needs will be dealt with.

*“You have hired me for three months—then a decision will need to be made if you want to continue the contract with me”.

ISSUES:

*“I will always use someone else’s system, then I will make adjustments”.

PROBLEMS

*Difficult Audit—Peggy Steele did not work well with CPA firm of Harrigan, Price and Fronk—cost the District extra expenses.

*Demand letter that payroll 2nd quarter \$1,142.85 taxes have not been paid. The District records show that \$1,800.00 is outstanding. Mick recommends paying the amount requested.

*VISA—Peggy would only pay the current bills for the month—not the amount due. As a result, the District got behind on amount due to pay off the balance and then was assessed late charges and extra fees. The Board was never made aware of any late charges or fees.

*HEALTH INSURANCE—The District is behind on payments for 3 months--\$5,550.62.—3 months. Peggy Steele paid the last of the month instead of the 1st of the month. As a result, the employees will need to be charged on their payroll to make up for health insurance not being deducted correctly from their paychecks. Mick Knobel will research and give a report to the new Director, Sally Beesley in March. Mick said that Peggy Steele “left no report or document as to why she chose not to pay”.

*LOOSE ENDS—W-2 1099—Wrong boxes checked for Dallas and Sandy Jackson—Mick will inform them of the problem.

*BUDGETARY ITEMS: REVENUE RECEIVED FROM PROPERTY TAXES HIGHER THAN DISTRICT WILL LIKELY RECEIVE—SHOULD BE THE REVERSE.

\$390,000.00 ANTICIPATED (URBAN RENEWAL)

\$355,866.05—PROPERTY TAXES –COLLECTED (-\$44,133.95.00)

FILM CENTER—Projectionist—District pays for the Film Center Employee-- then Film Center will reimburse District. JCLD has never been reimbursed. Mick Knobel and Steve Hillis will work on the figures.

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PERS—Peggy Steele did a “great job of writing out the instructions—DeRese a great joy to work with”.

COLUMBIA RIVER BANK—New authorization for Mick Knobel and Sally Beesley—take Peggy Steele off.

BALANCE SHEET—Correct –More expenses than show on Profit/Loss vs. Actual

NEXT YEAR’S BUDGET—More realistic

EXTRA COMPENSATION—Mick Knobel gave a presentation that included all the extra time he has invested in the Jefferson County Library District that was not included in his contract. He has spent a lot of extra time preparing for the upcoming budget. He will also be involved with the Interim Director, Dallas Schaffer and the new incoming Director, Sally Beesely, preparing a budget for 2005-06. Mick stated, “that he would like to be compensated for his time, but understood if the Board was not able he still would carry out his contract without extra compensation and help the District with the Budget process”.

OLD BUSINESSS

1. BOARD SELF CHECK—Turned in by Board
2. FILM COMMITTEE
 - a. BYLAW CHANGE—TABLED TO NEXT MEETING
 - b. COMMITTEE LIAISON—Board will appoint committee/committees that will be added to the monthly agenda
3. Michigan Handbook—it’s been found in a red notebook—passed on to Leslie Weigand.

BUDGET CALENDAR AND BUDGET DRAFT:

LINDA CLOWERS—NO

JANE HAGMAN—NO

CARL LINDGREN—YES (CAN’T ATTEND APRIL MEETING)

MIKE MCGOWAN—YES

JOHN MARTINEZ—YES

Suggestion for Budget Committee were Dan Crowley, Bonnie Namenuk.

Marie Glenn will check with Denna Goss and have notices for the Budget published in the paper for the 1st and 2nd notice of Budget Committee Meeting.

ORGANIZATIONAL CHART: New Organizational Chart was approved. (Hillis/Glenn)

ORIENTATION FOR SALLY: Susan and Leslie will meet with Sally Beesley to welcome her to Jefferson County Library District. She will later meet with staff and interim director, Dallas Schaffer. WELCOME SALLY.

At 6:53 p.m. the Jefferson County Library District went into Executive Session for the purpose of discussion of personnel issues in accordance with ORS 192.660 (2)(i).

At 7:23 p.m. the JCLD was called back in regular session.

Stephen Hillis moved and Marie Glenn seconded that the JCLD eliminate the position of Assistant Director. DeRese Hall would be reassigned as a Library Assistant. However her salary will be maintained at its current level until such time as parity is reached with other Library Assistants. Motion carried unanimously.

Stephen Hillis moved and Marie Glenn seconded that the Board rescind its memo that JCLD staff members receive compensation for attending JCLD Board meetings. Motion carried unanimously.

Stephen Hillis moved and Marie Glenn seconded that staff payments for insurance payments due to the under withholding of employee insurance payments that the District offer the employees the choice of 1-4 pay periods for repayment.

Susan Stovall adjourned the meeting at 7:35 p.m.

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