

**JEFFERSON COUNTY LIBRARY DISTRICT**  
**REGULAR BOARD MEETING**  
TUESDAY, NOVEMBER 9, 2004 4:30 PM

**Members Present: Leslie Weigand, Susan Stovall, Stephen Hillis and Marie Glenn**

**Absent (Excused): Naomi Jacks**

**Staff Present: Peggy Stelle, DeRese Hall, Jennifer Alderson**

**Absent (Excused): Dallas Shaffer**

**Visitors: None**

1. The meeting was called to order by Vice Chair Susan Stovall at 4:40 PM.
2. Introduction of Visitors/Staff: Peggy Steele, DeRese Hall and Jennifer Alderson
3. Consent Agenda: Stephen Hillis moved and Marie Glenn seconded to approve the consent agenda except for the approval of the October 26, 2004 minutes.  
**NOTE:** Financial report. Notes from Peggy Steele's report are attached to the minutes.
4. Regular Agenda
  - a. Personnel Policies – POLICY 10 (D) WRITTEN APPEAL TO THE BOARD  
Steve Hillis moved and Leslie Weigand seconded that a committee of Susan Stovall and Leslie Weigand meet with DeRese Hall and Dallas Shaffer, interim director, when she returns to review the policy and report back to the board at the next regular meeting on December, 2, 2004. The proposed work schedule will not be implemented until the written appeal and the policy have been reviewed and a final decision made. After a final decision is made a letter stating the Board's decision will be sent to each JCLD personnel who had submitted grievance letters to the JCLB.
  - b. Film Committee Guidelines-- Stephen Hillis will take back to the Film Committee the recommendations of the JCLB about the General Selection Policy that the Film Committee uses to select materials. Film Committee Meeting Report Stephen Hillis reported that films are in place for the next month..
  - c. Director's Recruitment Applications are in the director's office in the long file cabinet. Nov 29<sup>th</sup>—Packets will be made for the board member. Nov 30<sup>th</sup>—closing date. Dec 2<sup>nd</sup>—Board come to meeting with score sheets and list of applicants to start contacting about the position. Staff will be given a memo to also ask for their input. Interview questions will be discussed.
  - d. Truancy Stephen Hillis checked with the Madras HS about the question of reporting truant students to the school district. Stephen was told that the school district does not have a truancy officer and does not expect the library to call reporting students who are in the library during school hours.
  - e. Final Audit Report --Moved by Leslie Weigand, seconded by Susan Stovall to accept the Final Audit Report by Harrigan Price Fronk & Co.
  - f. Insurance Mart—Annual Review Moved by Stephen Hillis, seconded by Leslie Weigand to postpone discussion to the December 2, 2004 meeting.
  - g. Heat/Locked Doors in Rodriguez Annex—Discussion about procedure to make sure the Annex is locked and the heat turned down after events in the building. Stephen Hillis suggested that a check off list be given to everyone using the building. Board/Staff agreed.
5. Executive Session: Vice Chair Susan Stovall pursuant to ORS 192.660 (2)(I) personnel at 6:19 PM declared the JCLD Board meeting in Executive Session. Executive Session was closed at 7:35 PM.
6. Open Session: The meeting was declared open by Vice Chair Susan Stovall. The public was invited to return to the open meeting. No action was taken in Executive Session. Leslie Weigand moved that Marie Glenn be appointed as an Audit Committee to research the Audit

charges for the fiscal year 2003-2004. Marie will give a report to the Board of Directors at the next regular meeting on December 2, 2004.

7. Agenda Building. The board discussed items of old business to add to the next meetings agenda and upcoming business for the December 2, 2004 meeting.
8. Adjournment: There being no further business the meeting was adjourned by Vice Chair Susan Stovall at 7:50.