

JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES

February 14, 2006

PRESENT: Marie Glenn (late arrival due to work) Stephen Hillis, Catherine Luther, Susan Stovall.

STAFF: Sally Beesley

VISITORS: none

Susan Stovall, called the meeting to order at 4:30 P.M.

Consent

It was moved by Hillis, seconded by Luther to accept the minutes as printed for the January 10, 2006 board meeting. Motion Passed.

It was moved (Hillis/Luther) to accept the January financial report.

A short discussion on financials included clarification on why janitorial line wasn't being used much. It was explained that Debbie hasn't been putting in as many hours as before, but that a new schedule has been created for her and this should improve the situation. Extra copies of the financials were requested to be brought to board meeting. After a discussion about advertising, there was consent agreement that the library might be able to find more effective advertising than the Chamber of Commerce Calendar.

Motion passed.

Director's Report

Included at end of minutes.

Board members suggested that flyers for Chautauqua programs be distributed to Board members so they could be handed out by board members when they attend other meetings and events. The reader board at the Chamber of Commerce was also suggested as a good way to promote library programs.

The policy for checking out the telescope, GPS, and decibel reader were explained. Check out period will be one week with \$1 fine per day. Parents will be contacted by phone if a child wants to check out one of these items and the parent is not with them.

Standing Committees

Film committee – It was clarified that when the library purchases projector bulbs, filters, or other items for the projection equipment, it will be paid for out of the film committee monies.

Community Read – Minutes have previously been sent to all board members and no new business was discussed.

Board Retreat

It was confirmed that the Board retreat will be March 13 at Stovall's river house. It was decided that a regular board meeting be held on March 14th as both Larry Easter and Mike McGowan want to address the board.

Benefits

By consent agreement, this issue will be discussed at the Board Retreat and the director will have the needed materials to board members prior to the retreat.

Landscaping, painting, and carpeting

Beesley reported that a request has been submitted to the Oregon Community Foundation for grant money for the re-landscaping, painting & carpeting. No other progress has been made as Beesley would like to pursue grant funding options.

Emergency Leave Policy

It was moved (Hillis/Luther) that the last sentence of the Emergency Leave Policy be stricken. Motion carried as the first reading of the policy change and will be brought back to the board for final approval at the March meeting. The changed policy reads thus:

Emergency Leave. A leave of absence with pay for up to three (3) days may be granted an employee when a death in the employee's immediate family requires the absence of an employee. Should circumstances require an employee to be absent longer than the three (3) days within one fiscal year, the days in excess will be charged against accumulated sick leave.

The intention of this change is to give the term "immediate family" a more general definition as "immediate family" can be many different combinations of relatives. Hillis pointed out that some people are raised by an uncle or aunt, but uncles and aunts weren't included in the policy definition of "immediate family."

Enterprise Zone and East Cascade Assisted Living

The board members discussed the proposition presented by the Chamber of Commerce to create an Enterprise Zone in certain areas of Jefferson County

(see letter included at end of this report). The recent events in Deschutes County where enterprise zone businesses folded after their tax exempt time expired was brought up. It was also discussed that although the District wouldn't receive monies from these businesses for the first few years, in the long run, it might create more revenue for the Library. Board members were encouraged to attend the information meeting at the County Commissioner's meeting chamber and Director Sally Beesley stated that she would be there.

Larry Easter from East Cascade Assisted Living has also requested tax exempt status (see letters included at end of report) as is allowed as an "Essential Community Provider," and the facility is running at a deficit. The Board discussed the concept of the tax exempt status and the amount of around \$1600 impact on the Library Budget. No decision was made, but the Board agreed to study the issue, and at our next meeting Larry Easter will be present and the Board will decide at that time what our action will be.

The library board will study both of these issues before the next board meeting, and plan on attending the Feb. 28th meeting where the Enterprise Zone will be discussed.

Agenda Building

East Cascade Assisted Living
Enterprise Zone
Emergency Leave update
Insurance – Mike McGowan
Budget

Meeting was adjourned at 5:55 PM.

*Respectfully submitted,
Sally Beesley
Clerk of the Board*