

**District Board Meeting**  
**May 9, 2011**  
**3:00 PM**



## Minutes

Present: Board Members: Susan Stovall, Stephen Hillis, Bill Vollmer, and Anita Goodwin

Absent: Anita Goodwin

Library Director: Gilbert Chavez

The meeting location is assessable to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Library Director at (541) 475-3351.

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/Action</b>
1. Call to order	Susan Stovall, Chair called the meeting to order at 3:00 p.m.	Stovall
2. Public Comment	No public comment	
3. Approve minutes	Stephen Hillis moved to approve the April 11, 2011 minutes. Bill Vollmer seconded. The motion was passed by unanimous vote.	Board
1. Additions to Agenda	There were no additions to the agenda.	Board
1. Executive Session	The Board moved into Executive Session at 3:09 p.m. as per ORS 192.620 to discuss personnel matters with separate minutes taken thereof.	Board
<b>UNFINISHED BUSINESS</b>  1. Topics up for motions.	<p>The Board moved out of Executive Session at 3:35 p.m. and returned to the regular meeting.</p> <p>Topics from the Executive Session were brought up for motions.</p> <p>Bill Vollmer moved to approve a temporary children's interim position through September 30, 2011. Stephen Hillis seconded. The motion was passed by unanimous vote.</p> <p>Stephen Hillis moved to approve the proposed Youth Services Specialist position description. Bill Vollmer seconded. The motion was passed by unanimous vote.</p> <p>Chavez will follow up with Vollmer on Director's evaluation.</p> <p>The owners of the 7<sup>th</sup> Street property accepted the District's offer of \$140,000 cash. Chavez said</p>	Board

<p>2. Future Facility</p>	<p>purchase process will proceed in a timely manner.</p> <p>Susan Stovall asked about the plan to explore a partnership with the JC Historical Society. All agreed that project could be postponed for a while since the potential partnership would not be feasible until Phase II.</p> <p>Chavez will continue to explore a possible purchase of the property north of the annex.</p>	<p>Chavez</p> <p>Board</p>
<p>3. Priority/Goal Setting - SWOT</p>	<p>All present generally agreed the SWOT strategic planning process can be postponed until after July 2011, once the new fiscal year settles in.</p>	<p>Chavez</p>
<p>4. 7<sup>th</sup> Street Property</p>	<p>Discussed above in Future Facility</p>	<p>Board/Chavez</p>
<p>Linkage Policy</p> <p><b>Ex. Limitations</b></p>	<p>No items to discuss</p>	
<p>1. Monitor: Limitations Policy-Treatment of Staff</p> <p>2. Monitoring Treatment of Library Users and General Operating Policies</p>	<p>The Library Director was found to be in compliance with the monitoring directive.</p> <p>Stovall adjourned the meeting at approximately 5:00 p.m.</p>	<p>Board</p>
<p><b>Governance</b></p>	<p>The Board discussed process and policy for memorial and other donations.</p>	
<p>1. Director's Report</p>	<p>Donations with form attached are followed up with thank you letters as per instructions on the form. Also, as common courtesy, donations received by check can be followed up with a phone call asking where acknowledgment should be mailed.</p> <p>Allow up to two weeks to make contact and initiate follow up with donors.</p> <p>Chavez said \$6,000 was requested for SAGE membership; and \$1,400 for wireless upgrade. The requests will go to the Budget Committee for consideration.</p> <p>Chavez requested to purchase a furnace with</p>	<p>Board</p>

<p>Adjournment</p> <p>Respectfully submitted.</p>	<p>contingency funds, not to exceed \$3,500.  Stephen Hillis motioned to purchase a furnace with contingency funds not to exceed \$3,500.  Anita Goodwin seconded. The motion was passed by unanimous vote.</p> <p>Budget Committee meeting.</p> <p>The meeting was adjourned at 4:06 p.m.</p> <p>Gil Chavez, Library Director/Secretary</p>	<p>Board</p>
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June 13, Regular Board Meeting and Budget Hearing