

**District Board and
Budget Hearing
June 13, 2011**



Minutes

Present: Board Members: Susan Stovall, Stephen Hillis, Bill Vollmer, Anita Goodwin, Katrina Terry
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.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	Susan Stovall, Chair called the meeting to order at 3:15 p.m.	Stovall
2. Budget Hearing and Public Comment	Gil Chavez said budget adoption, making appropriations, and categorizing taxes was scheduled on June 27 to address any appropriate changes to the budget document.	Board
3. Approve minutes	Bill Vollmer moved to approve the May 9, 2011 minutes as amended. Anita Goodwin seconded. The motion was passed by unanimous vote.	Board
1. Additions to Agenda	A motion to validate signatures for library business will be discussed.	Board
2. Executive Session	The Board moved into Executive Session at 3:35 p.m. as per ORS 192.620 to discuss personnel matters with separate minutes taken thereof.	Board/Chavez
UNFINISHED BUSINESS 1. Return to Regular Meeting 2. Future Facility	<p>The Board moved out of Executive Session at 4:00 p.m. and returned to the regular meeting.</p> <p>No motions were required from the Executive Session.</p> <p>Chavez said the Ream property transaction was at Jefferson County Title and should close this month.</p> <p>Bill Vollmer said if any reserves were being held by seller they needed to be transferred into an escrow account.</p> <p>Stephan Hillis moved to contract with Williwow Canyon Property Management; that existing deposit and associated funds pertaining to both rental units be placed in an escrow account; and</p>	Board

	<p>that current tenants are to be grandfathered in according to the existing contract terms.</p> <p>Katrina Terry said the rental funds would go into the Building and Improvement fund, and needed repairs would come from that fund as well. All present agreed.</p> <p>Chavez said the houses on the property would probably continue as rentals for approximately six to seven years. That would allow enough time to raise around \$600,000 or more in Phase One start up funds. The time required will vary depending on economic conditions at the time and the amount the District is able to transfer to the Building and Improvement Fund.</p> <p>Chavez said in the meantime, the District will continue to explore the possibility of purchasing the properties next to the library and the annex. Such purchase should probably become priority because it will enable positioning for Phase Two long-range planning.</p>	<p>Board</p> <p>Chavez</p>
<p>3. Priority/Goal Setting-SWOT</p>	<p>The SWOT process will be scheduled at the next regular board meeting in July. A special meeting will be called since the process takes a while to complete.</p>	<p>Chavez</p>
<p>4. 7TH Street Property</p>	<p>This item discussed above in Future Facility.</p> <p>Chavez added that notwithstanding the lengthy Phase One timeline, the current library will continue to prosper and develop in its own right. Some improvements will include moving the circulation counter for better patron access and staff work flow; bringing in a comfy sofa and chair; setting up a computer with word games for young children; and moving ahead with the BookEnd Coffee Corner project.</p>	<p>Chavez</p>
<p>NEW BUSINESS</p>		<p>Board</p>
<p>1. Enact resolutions to adopt Budget</p>	<p>Budget adoption, appropriations, and categorizing of taxes will take place at a special meeting on June 27, 3:00 p.m., annex lower level.</p>	<p>Chavez</p>
<p>2. Summer Reading Program</p>	<p>Chavez said the Summer Reading Program will kick off on June 28. Children are already signing up in hopes of winning some nice prizes. Lorene and Yirah have been doing a great job preparing the programs and activities.</p>	

<p>Linkage Policy</p> <p>Ex. Limitations</p> <p>1. Monitor: Limitations Policy- Collection Development</p> <p>Governance</p> <p>1. Monitor: Board Governance Global Governance Commitment</p> <p>2. Director's Report</p>	<p>No items were discussed.</p> <p>Proper collection development policies and procedures have continued to be applied.</p> <p>Board was determined to be in compliance</p> <p>Staff: Staff evaluations will be conducted during June to bring it closer to the fiscal year to improve fiscal year. Dion and Jan Bony did a great job in setting up the new notebook based wireless sections. The library is now completely wireless with two independent providers; one highly encrypted for staff; and the other for patron use. The library annex also has its own modem setup.</p> <p>Programs: Lorene's first Tuesday Storytime program was a great success.</p> <p>Preliminary planning was kicked off for the BookEnd Coffee Corner to be located in the right side corner of the library entrance. Lattes and juice will be available. The project will be developed and operated by the Library Foundation and the Friends of the Jefferson County Library.</p> <p>Building Project:</p> <p>The 7th Street property purchase is set to close by June 30, 2011. Closing documents are being prepared this week.</p> <p>Phase One to date has included Building Program document completion by Architect, Library Staff individual and collective input documentation, 7th Street environmental assessment, and will close this month on said property. Phase One is projected to continue for approximately 6 to 7 years in preliminary fundraising activities including transferring funds to the Building and Improvement fund.</p>	<p>Board</p> <p>Board</p> <p>Board</p> <p>Chavez</p> <p>Chavez</p>
--	--	--

<p>Budget</p> <p>Other</p> <p>Adjournment</p> <p>Respectfully submitted.</p> <p>Gilbert Chavez, Library Director</p>	<p>Building maintenance: One of the furnaces in the main library had to be replaced this month.</p> <p>The 2010-2011 Budget was discussed and overages noted. Chavez said Mick, Knobel, Account and he would continue to track all budget line items and make appropriate and necessary changes prior to the June 27th budget adoption.</p> <p>Pertaining to the 7th Street property closing, Bill Vollmer moved to authorize signatures of the following individuals to sign for Jefferson County Library District business matters including (a) property purchases and related transactions, (b) property management agreements, and (c) standard library operation transactions. The authorized signers are Susan Stovall, Board Member, Stephan Hillis, Board Member, Anita Goodwin, Board Member, and Gilbert Chavez, Library Director.</p> <p>Katrina Terry seconded. The motion was passed by unanimous vote.</p> <p>The meeting was adjourned at approximately 5:00 p.m.</p>	
--	---	--

July 11, Regular Board Meeting