

**District Board Meeting**  
**November 8, 2010**  
**3:00 PM**



## Minutes

Present: Stovall, Goodwin, Terry, Vollmer, Chavez, Goodman, & Forman  
Absent: Hillis

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	Stovall called the meeting to order at 3:05	Stovall
2. Public Comment	No public comment	
3. Approve minutes	It was moved by Terry to approve the 10/12/10 minutes. Vollmer seconded. Motion carried.	Board
4. Additions to the agenda	Four items were presented as additions to the agenda: (1) January Board Retreat (2) Personal Services (3) Donations Recording (4) Youth Services Report  It was moved by Vollmer that the agenda as amended be adopted. Goodwin seconded. Motion carried.	All
Auditor's Report	Candi Fronk from Price Fronk & Co presented for analysis and discussion the draft of the JCLD financials for the past year. Particularly last page of <u>MD&amp;8?</u>  Candi noted the following:  The JCLD is almost paid off on its debt.  With regard to new equipment, such as the new furnace, Candy pointed out that it's better to have these things written into the budget ahead of time. Last year's furnace malfunction in the library annex was not predictable.  Unrestricted cash and investments assets went up.	Candi Fronk

<p>Unspent grant money needs to be spent before the grant cycle ends.</p> <p>The JCLD is on a Cash basis for accounting, and it's a good year to be on a cash basis.</p> <p>Building improvement fund should be earmarked as remaining unused to accrue interest and grow larger.</p> <p>Regarding property taxes, the report shows only how much has been paid so far. Foreclosed-on property will have the taxes paid by Nov. 15. Property taxes will only go down if real value goes below assessed value.</p> <p>The Library will not see any major decline in assessed value, so JCLD funding is stable.</p> <p>Personal Services were up by \$26,000 for the year.</p> <p>There is currently \$20,000 in the building fund.</p> <p>This was the first full year where we didn't have to worry if we were going over FDIC limits of \$250,000 on interest bearing accounts.</p> <p>It's important to remove obsolete and discarded items from list of property assets.</p> <p>The PERS rate has doubled. The new PERS rate is based on major declines in the stock market. The next evaluation will take place at the end of 2011, and it may improve by then.</p> <p>Stovall asked if the JCLD can exempt itself from PERS in favor of another retirement plan for its employees. It was noted that some government entities &amp; special districts do not use PERS; however, the question remains as to whether employees now in PERS can be moved to another retirement saving system.</p> <p>No official changes during the year—no amendments to the budget.</p>	
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	<p>It's better not to include unsure grant money in budgeting lest it not come through.</p> <p>There were zero audit adjustments. Mick is doing a good job. Over all, the library financials are doing very well. The auditor will get final copies out to the board and the director.</p>	
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<b>UNFINISHED BUSINESS</b>		
1. Board governance training	<p><b>JANUARY BOARD RETREAT:</b> Board retreat is going to be scheduled in the later part of in January. The Retreat will be for the purposes of discussing Gil's priorities, setting priorities, and planning the budget to meet those goals.</p> <p>For the governance training, it was determined that weekdays are better. The board will shoot for a Monday at the end of January, either the 24<sup>th</sup> or 31<sup>st</sup>. The first choice will be the 24<sup>th</sup> with a second option on the 31<sup>st</sup>, depending on Hillis' schedule. It will begin at 3:00, and will last only two hours and no longer.</p> <p>On December 6 at 10:00 a.m. , Margot Helphand is scheduled to do board training. Her time with the board needed to be worked into the grant window. Gil contacted the Ford Foundation and they said Dec. 6 is fine and asked him to send in the grant application ASAP asking for \$1,800. \$300 will come from a Friends donation.</p>	<p>Board Retreat January 24<sup>th</sup> or 31<sup>st</sup> at 3:00 p.m.</p> <p>Meeting with Margot Helphand Dec. 6 at 2:00 p.m.</p>
2. After Hours	<p>Regarding catering at the After Hours event, Helen at the Chamber said Great Earth is pricey. Dan at Erickson's will prepare a meat tray, veggie tray, etc. and beverages, including wine at \$300--\$400 total. Hillis will be the presenter. Groups affiliated with library will be have a presence at the event (in person or through displays), including the film committee, the Friends of the Library, the Foundation, the Community Read, the Library Staff, the Spanish Program, The Youth services Program, The Writer's Group, and the Traveling Storyteller</p>	<p>Chavez will notify the groups affiliated with library to have a display at the After Hours and to attend the event if possible.</p>

	<p>Outreach.</p> <p>Service organizations need to be invited to the After Hours; most already belong to Chamber.</p>	
<p>3. Future Facility</p>	<p><b>FUTURE FACILITY</b></p> <p>Chavez presented a draft of chapter one of a document he's writing about future facility. Chavez read aloud from this first chapter to get the board familiar with the whole process.</p> <p>Chavez brought each board member a large 3-ring binder to fill with documentation about building regarding architectural, engineering matters, etc.</p> <p>Chavez read to the board the first four pages of a rough draft of a document he's in the process of drawing up, entitled "Jefferson County Library Arts Complex Strategic Plan 2010 to 2016: A Project of the Jefferson County Library District."</p> <p>The first section of Chapter I of the draft recalls the history of the Jefferson County Library, recalling such landmarks as the building in the late 1980's of the current library facility, the May 2000 measure that made the library a special taxing district thereby ensuring the ongoing sustainability of the library, and the 2005 early planning for an expanded facility that would meet the needs of the community for the next 60 years.</p> <p>All of this history has set the stage for the library board to begin actively pursuing beginning in 2010 the development of the Jefferson County Library Arts Complex or JCLAC.</p>	

The following section outlines the concept of the JCLAC, which would interface with all segments of the community. This is followed by a description of the complex. The complex would include a 14,000 sq. ft. library and a 10,000 sq. ft. auditorium/conference center and an amphitheater all situated alongside the soon-to-be-built COCC campus on East B Street. The facilities will include green construction, energy efficiency, a lighted donor wall, spectacular views, warm interior hues, garden landscaping, and parking.

The project's estimated cost is \$8 million not counting the property site. Funding sources will include sales of the existing library properties, Library Foundation projects and assets, Friends of the Library projects and assets, Donations from the community, and corporate grants.

Chavez listed all those who would be involved in the development of the JCLAC project, including the governing board, the director, the architect & engineer, the Foundation, the Friends, the Staff, the Volunteers, a JCLAC Committee, a project attorney, the bookkeeper and auditor, and the public. There will likely be a cooperative arrangement between COCC and the JCLD.

The timeline for the project is six years, from 2011 to 2016. Chavez outlined the progress to be made at each along the way to completion of the project in June 30, 2016.

Chavez stressed the need to be upfront with the public, letting them know how long it will take, how much it will cost, and how we will get the money. There will be no levy or bond, but public are encouraged to give. The design needs to be brought out for the public to see.

Vollmer suggested having the last Friday in January be when we come out with plans and drawings for the business community.

The board will be meeting with the architect, Richard Turi, at 3:00 on November 22<sup>nd</sup>. Terry suggested that the board may want to

Board meeting with Richard Turi on November 22<sup>nd</sup>. Meet at 1:30 as a board and then at 3:00 with Turi.

	<p>meet together as a board before meeting with the architect. It was decided to meet at 1:30 ahead of the meeting with architect.</p> <p>PERSONAL SERVICES:</p> <p>Special districts have the authority to pick the architect of their choice, according to ORS 279C.115. Chavez recommended to the board that they vote to increase the amount in the Jefferson County Library District Personal Services Policy, where it says “not to exceed \$20,000 in a year” to a limit of \$25,000 in a year.</p> <p>Vollmer moved to adopt the Jefferson County Library personal services policy change to read “not to exceed \$25,000”.</p> <p>Terry seconded.</p> <p>Motion carried.</p>	
4. Ford Family Leadership training.		Vollmer

<b>NEW BUSINESS</b>		
<b>Linkage Policy</b>		
1. Monitor - Unity of Control	Pg. 27	Chavez
<b>Ex Limitations</b>		Chavez
1. Emergency Library Director Succession	Pg.7	
<b>Governance</b>		
1. Director's report	<p>Beesley trained Chavez in all the processes of the library. Chavez met with library staff in person and got written job descriptions from them. Chavez met with people around town. Chavez and Beesley met went to a LEO meeting to establish good networking.</p> <p>Hryciuw will contact the Tillamook library to fix the problem with the Plinkit. Chavez met with Goodman regarding Youth services. Chavez and Beesley visited the Warm Springs Library and Chavez met Carolyn Cruz there.</p> <p>Chavez anticipates that the future book mobile he has planned for Crooked River Ranch could be used in Warm Springs after a branch library is built in CCR, which will be after the JCLAC project.</p>	<p>Chavez</p> <p>Hryciuw will contact the Tillamook Library about Plinkit.</p>

	<p>Goodman presented a new plan to have other people sit in as volunteer guest story-tellers during his library story-times.</p> <p>Goodman will make Monthly visits to the teen parenting classes at the Madras High School. He wants to help the teens learn to relax in interacting with their children with an aim toward bringing the teen moms into the library as guest story-tellers.</p> <p>Goodman obtained a Libri Foundation grant. Our library is one of three in Oregon to receive Libri grants. DHS also received the same grant and they will do the footwork for the pajama program, which provides pajamas and books to needy children. Goodman will distribute the pajamas and books through the Books for Babies program. Out of the 30 Books for Babies given out so far, 5 have been from Warm Springs</p> <p>Chavez and Goodman attended at cultural sensitivity seminar held at Kahneetah.</p> <p>Terry suggested Goodman get in contact with Janet Bissell, who does the pre-natal parent training classes in Warm Springs.</p> <p>Stovall asked about Goodman maybe working with Deschutes to bring people who are coming to Deschutes County anyway from the Valley or elsewhere to also come to Madras to perform at our library. Goodman said it was difficult to coordinate with them. Forman pointed out that such arrangements have been made in the past with Deschutes and/or Crook Libraries to bring puppeteers, theater groups, magicians, professional story-tellers, etc. to our library with shared and reduced expense.</p>	<p>Goodman will contact Janet Bissell about distributing Books for Babies/pajama bags to new Warm Springs mom.</p>
2. Monitor – Code of Conduct	Pg.20 Board members were reminded, in light of the project at hand, that individual board members should not air an opinion publically unless stating decisions that the board and library have made as a group.	board
3. Monitor personnel policies	Stovall pointed out that board members need to become familiar with personnel policies in order to stay fresh on the inner workings of	All board members need to read through personnel policies to become familiar with

	<p>the library. It's important for the board to keep in touch with policies and procedures.</p> <p>Stovall asked that board members respond ASAP to her e-mails, especially in light of new meetings being set. Vollmer asked that Stovall indicate in e-mails the particular time-frame in which a response is expected.</p>	<p>them.</p> <p>Board members need to respond to Stovall's e-mails by the time indicated.</p>
4.		
5.		

<b>Q&amp;A</b>		all
<b>Agenda building</b>	Board Retreat January 24 <sup>th</sup> or 31 <sup>st</sup> at 3:00 p.m.	All
<b>Adjournment</b>	Meeting adjourned at 5:18.	Stovall

November 18 After Hours in Annex  
December 13 Board Meeting