

**District Board Meeting
December 13, 2010
3:00 PM**



Minutes

Present: Anita Goodwin, Katrina Terry, Bill Vollmer, Stephen Hillis, Gilbert Chavez, Lorene Forman
Absent: Susan Stovall

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	Goodwin called the meeting to order at 3:03	Goodwin
2. Public Comment	No public comment	
3. Approve minutes	It was moved by Vollmer to approve the 11/08/10 minutes as presented. Terry seconded. Motion carried.	Board
4. Additions to the agenda	No additions	All
UNFINISHED BUSINESS		
1. Future Facility	<p>The Board discussed the letter of 12/09/10, received from Rich Turi, Architect as follow up to his meeting with the Board on 12/06/10.</p> <p>In the letter, Turi recommends the Board consider engaging his services to develop a "Building Program" document. Task One of such document would be a preliminary outline of the program based on information in the Facility Planning committee Report and discussions during the 12/06 meeting. He proposes to complete the Building Program document for a maximum not-to-exceed fee of \$4,800.00.</p> <p>Katrina Terry said the Board should have a meeting prior to hiring Turi. A meeting should be held to discuss some specifics of the new building project. All present generally agreed and set a meeting with Turi on January 3 at 11 a.m. in the library annex.</p> <p>The Board set a preliminary meeting prior to Turi's visit on December 20, 2010 at 10 a.m. in the library annex. The purpose of the meeting will be to gather more information to help maximize the outcome of Turi's visit on January 3, 2011.</p>	<p>Board</p> <p>Meeting with Turi on January 3, 2011 at 11 a.m. library annex.</p> <p>Special Board Meeting , December 20, 10 a.m. library annex</p>

	<p>The discussion continued to whether or not to enlist Turi at this time or to wait until later. The Board considered alternatives and decided to initiate a personal services contract with Turi.</p> <p>Bill Vollmer moved to enter into a personal services contract with Richard Turi, Architect to develop a Building Program document; said document not to exceed a total cost of \$4,800. The motion was carried by unanimous vote.</p> <p>There was further discussion about the type of spaces to consider in the proposed new building. Vollmer talked about having a space where students could purchase snacks and such between classes.</p>	<p>Vollmer moved to enter into a personal services contract with Richard Turi to develop a Building Program document; said document not to exceed a total cost of \$4,800. Stephen Hillis seconded. The motion was carried by unanimous vote.</p>
<p>2. Ford Family Leadership Program</p>	<p>Vollmer spoke about the March 19 deadline extension for the FF Leadership program. Board members will follow up online.</p>	<p>Vollmer</p>
<p>3. Site Location Process</p>	<p>Chavez said he contacted several people associated with the Bean Foundation including Don Reeder and Matt McCoy regarding the availability of a parcel of land for the library project. It appears that COCC has a full plate of current projects on the agenda. Discussions about a possible partnerships between COCC and JCLD are not a priority at this time. However, interest still exists about a possible partnership in the future.</p> <p>Terry asked about the Yarrow property. Chavez said Kirk Shuler said Yarrow did not have property available at this time.</p> <p>Chavez said he inquired about a property next to Grizzly Road. Steven Hillis told Chavez about. It's approximately 11 acres. The owners are located in Terrebonne. Chavez has not been able to contact them by phone so he will follow up with a letter. Terry has earlier inquired about the property and found it to be very expensive.</p> <p>The former high school property is back on the table for consideration. Turi will do a walk through with the Board during his upcoming visit.</p>	<p>Chavez</p>

4. Work Session	The Board discussed possible dates for a work session to discuss and set priorities. The session will be held on January 31, 2011 at 1 p.m. in the annex.	Board
5. Statistics Update	Terry emailed several statistics links to Stovall and Chavez. She will forward the links to the other Board members.	Terry
NEW BUSINESS		
Linkage Policy		
1.		
Ex Limitations		
1.Ex. Limitations Policy comm....	Pg.10 The Board reviewed the policy and found the director in compliance.	Board
2. Monitor Bd. Comm. Principles	P.21 The Board reviewed the policy and found the Board was in compliance.	
Governance		
1. Director's report	Chavez said the Ford Family Foundation grant for Board training with Margot Helphand was received in the amount of \$1,410. Chavez included a \$200 donation (\$33.33 each) from Board members and himself towards the training project. Checks for \$33.33 were provided by those with checkbooks in hand including Hillis, Terry, Goodwin, and Chavez.	Chavez
Audit Report	Chavez said the audit report was almost done. Mick Knobel, Accountant and Chavez need to sign off on the standard compliance letter.	
Budget	Chavez said the preliminary budget process would begin in January. Chavez will be working closely with Knobel as the process unfolds. Chavez said based on the projected 5.2% decrease in revenues, it might be necessary to consider holding the line on all expenditures. Chavez said perhaps down the road, additional funds could be set aside for the building project. Hillis said reductions should not be made for the purpose of expanding the building fund.	
Nametags	Chavez asked the Board if they wanted to get nametags. The Board said nametags were not	

	needed at this time.	
Q&A		All
Agenda building		All
Adjournment	Meeting adjourned at 4:47.	Goodwin

January 3 Meeting with Richard Turi
January 10 Board Meeting