



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

January 9, 2012

Board Members Present: Anita Goodwin, Stephen Hillis, Susan Stovall, Katrina Terry  
Library Director: DeRese Hall

### 1. Call to Order

While waiting for Board Chair Anita Goodwin to arrive (and in the absence of Vice Chair Bill Vollmer) Susan Stovall called the meeting to order at 2:07 p.m.

### 2. Minutes

**Stephen Hillis moved to approve the minutes of December 12, 2010 as amended. Katrina Terry seconded. The motion was passed by unanimous vote.**

The Director's Report will now be attached to the minutes and both documents assembled first in the "Minutes and Public Records" notebook.

### 3. Financial Review

After discussion it was decided that the extra hours given to the aide position to directly support the acquisitions/manager position, would be taken out of the Manager portion of the budget.

### 4. Unfinished Business:

#### Donation Forms

After speaking with SDAO, the IRS, and our accountant Mick Knobel, it has been decided that patrons may make tax deductible donations to the library as well as to our committees. The library will now use one form for all donations and the appropriate tax ID numbers will be listed next to each group.

#### Budget Calendar

The budget committee meetings will be held at 5:30 p.m. on their respective days. Hall noted that four of the five budget committee members that served last year were willing to serve again this year.

#### 2011-2012 Budget

Budget numbers that were discussed: new acquisitions position, Sage possibility and accounting figures.

#### Richard Peck counter-proposal

Lawn maintenance will no longer be an issue for Mr. Peck. Each tenant of the duplex will be responsible for their own maintenance. Property management will work with the tenants on the utility issues.

### 5. New Business:

#### Trulove Property

The real market value for Mr. Trulove's property is \$48,710.00. After board discussion it was decided to offer \$50,000.00 for the property. Mr. Trulove mentioned the possibility of donating a portion to the library. It is now up to him for his counter-proposal.

### 6. Linkage Policy – Ex Limitations - Monitor: Communication and support to the board

The library board was found to be in compliance with "Financial Planning and Budgeting", "Financial Condition and Activities" and "Asset Protection". The policy for "Communication and Support to the board" was revised.

### 7. Board Governance – Governance Quality and Costs

The board was found to be in compliance.

### **8. Holiday Closures**

The library was closed on Monday, January 2 for New Years and Monday, January 16 for Martin Luther King, Jr. Day.

### **9. Library Director's Report**

Hall said there were no changes to the Director's Report.

### **10. Other**

The FlexLease with SDAO was discussed. The board has decided to wait on the financing for the Peck property until the Trulove property issue is resolved. They would like both the properties to be included in one transaction.

Dion Hryciw was reimbursed for classes taken at COCC for the Tier Two program.

Willow Canyon Properties (WCP) contacted the library about our rental property being vacated. It is the house at 234 SE 7<sup>th</sup> Street. No security deposit was collected at that address and clean-up between renters was necessary.

**Katrina Terry moved and Stephen Hillis seconded authorizing Hall to allow Property Management to spend the \$250.00 they've already accumulated from the Library plus up to an additional \$500.00 in order to make the rental property at 234 SE 7<sup>th</sup> Street ready for its next renter. Motion passed unanimously.**

### **Adjournment**

Anita Goodwin adjourned the meeting at 4:54 p.m.

Respectfully submitted,  
DeRese Hall