



JEFFERSON COUNTY  
**LIBRARY**  
DISTRICT

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**JEFFERSON COUNTY LIBRARY DISTRICT  
BOARD MEETING MINUTES  
March 12, 2012**

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

**1. Call to Order**

The meeting was called to order at 2:02 p.m. by Anita Goodwin, Library Board Chair.

**2. Minutes**

**Stephen Hillis moved to approve the minutes of the Regular Board Meeting held on February 13, 2012. Susan Stovall seconded. The motion passed unanimously.**

**Hillis moved to approve the minutes of the Special Board Meeting on February 27, 2012. Stovall seconded. The motion passed by unanimous vote.**

**3. Financial Review**

It was asked that Hall check the figures for the insurance coverage and report back to the board. Utility costs, Ready to Read, building and improvement fund, revenue and outreach were also briefly discussed. It was suggested that the accountant be asked to attend the board meeting that precedes the first Budget Committee meeting. Hall will talk with Mr. Knobel. **It was moved by Hillis and seconded by Stovall to accept the financial review. The motion passed unanimously.**

**4. Agenda**

**Hillis moved and Stovall seconded accepting the agenda with changes and flexibility. The motion passed with a unanimous vote.**

**5. Unfinished Business:**

**SWOT**

The board decided to hold a Special Meeting to discuss the SWOT document. This meeting will take place after they send the 2012-2013 budget to the Budget Committee.

**Parking Lot**

Bill Vollmer has taken on the logistics for the parking lot that will be across the street from the Library. He is estimating that the Library will need to come up with an additional \$2500 to go along with some donated items and services that he has in mind. This item will be on the agenda again in September.

**Properties**

The Board briefly went over the preliminary title report on Mr. Trulove's property. Everything seemed in order.

**QR Codes**

Stovall related her discovery and use of QR codes on the Oregon Coast. She thought it was a good idea to continue the plan of the Library implementing these on some of their documents and the website. Vollmer will continue working on it and then schedule a meeting with Dion Hryciw, the Library Assistant that deals with computer issues.

**Library Band**

First and foremost, the entire Board agreed that this program was a terrific program. Stovall had done some homework on the band information that was supplied by Lorene Forman. From that information, she presented monthly and yearly totals to the entire board on what transportation and wage costs would be. The board discussed this issue very thoroughly bringing up budget considerations, liability issues and also staffing issues if it should be that time is taken away from a person being in the Library as opposed to supervising band practice and transporting musicians. Again it was brought up that this project could be very enticing as a grant project. In the meantime, the Board decided that because there had been commitments made for performances by the band, it would support the band by giving Forman no more than \$1000 through the end of the school

year to provide for gas, staff and whatever else may arise financially. After that she must come up with a way to continue the program.

**Hillis moved and Katrina Terry seconded to provide up to \$1000 to support the band through June 15, 2012 and the motion passed.**

#### **Endowment Foundation**

Goodwin drafted a card to be sent to the Endowment group thanking them for meeting last month with the Board. The Endowment will also receive a notice to let them know when the budget meetings will be held.

#### **Budget / Financing**

Work on the 2012 – 2013 budget continued. Actual figures for 2010 – 2011 were added in the paperwork for comparison purposes. Line items that were discussed included the Ready to Read grant, programs vs. outreach, collection agency fees and our personnel part of the budget. The board decided to meet again to further discuss the budget on March 19, 2012 at 2:00 in a Special Meeting.

#### **6. New Business:**

##### **Reach out and Read**

Terry had some information on this new program that pairs the medical community with storytelling and reading. They are trying to implement it in the Warm Springs area and our initial response was to advise the contact person that Terry knew, to speak with Craig Graham of the Warm Springs Library. At the Grand Opening of their Library in Warm Springs one position that they were looking forward to starting, was a storyteller. That sounded like it would fit right in with the Reach Out and Read program. JCLD's traveling storyteller would also be able to make appearances.

##### **Board Job Description**

Stovall will email this document to the board so that they are ready with suggestions and changes at the next meeting.

##### **Library Van Policy**

Hall presented a very concise van policy for the Board. It will be presented to the attorney for final review.

#### **7. Executive Limitations**

Monitor: Ex. Limitations Policy: Compensation and Benefits

It was decided that this issue needs to be discussed well before budget time. For now the policy will stay as is but will be on the agenda in October for consideration.

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

There were no changes to the Director's Report.

#### **9. Other**

The Board decided to participate in the Buy-a-Brick fundraiser to help Madras High School Baseball and Softball programs. They will collectively donate their own money and have a plaque with the name "Jefferson County Library District Board 2012" engraved on it.

It was asked that the Youth Services stats be compiled using no more than two pages.

The Oregon State Library will be conducting a meet and tour event on March 22, 2012. The event is for new Library Directors to meet the people at the State Library. Hall will be attending.

Light fixtures in the annex are in need of repair. Since we will probably be using the annex for many more years it was decided to repair or replace them depending on the cost. The Board will be updated as information becomes available.

#### **Adjournment**

Anita Goodwin adjourned the meeting at 5:04 p.m.

Respectfully submitted,  
DeRese Hall