



JEFFERSON COUNTY

**LIBRARY**

DISTRICT

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## JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

April 9, 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 as amended of the Regular Board Meeting held on March 12, 2012 and the Special Meeting that was held on March 19, 2012. Susan Stovall seconded. The motion passed unanimously.**

### **3. Agenda**

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

### **4. Financial Review / Budget Preparation**

Our accountant, Mick Knobel joined the meeting at this point. He went over some of the changes that he had made as per Board request.

Added to the budget was wording to support the fact that the Board feels there will be a need to purchase a new van in the next few years. Figures were added to line item 9010 and an unnumbered line item after "Change in Fund Balance" to support that fact.

It was mentioned that in figuring actual percentages for personnel, the portion of wages for the Ready to Read grant shouldn't be considered as it is grant wages and not Library paid wages. The Integrated Library System line item (8619) was also adjusted to reflect better understanding.

Knobel went over the section of the budget that includes the item "Excess of Revenues" and also the Building and Improvement Fund section. These areas are important for the Board to share at the upcoming Budget Committee meeting. New numbers will be added in this area of the budget after April 19. That is the day that the property purchase should close.

Our accountant would like the Net Income (Loss) line to be zero or above.

### **5. Unfinished Business:**

#### **Library Vehicle Policy**

Our attorney has taken a look at our Vehicle Policy. He suggested the addition of one sentence and after Board discussion -

**Hillis moved to approve the first reading of the Library Vehicle Policy. Katrina Terry seconded and the vote was unanimous.**

#### **Director's Work Plan**

Gil Chavez has sent excellent review notes for the second of three work plans completed by the Director. Hall will forward the paperwork that she has received to the Board. The final work plan will be done sometime in May.

## **6. New Business:**

### **Volunteer Grant-writer**

Mark Matthews has volunteered to write grants for the Library. The Board would like to have some examples of successful grants that have been submitted by him and then possibly meet him at the next Board meeting. Grant submissions would go through the Library before being sent out.

### **Transportation Policy**

Beginning phase of the Transportation Policy has begun. The Board has directed Hall to compile a policy that they can add to and subtract from at the next meeting. Among items to be considered are volunteers vs. attendees and program venues vs. home drop-off.

## **7. Executive Limitations**

Treatment of Library users / Financial Planning – Budgeting / Financial Condition – Activities  
The Library Board was found to be in compliance.

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

There were no changes to the Director's Report.

## **9. Other**

Staff will be attending the Oregon Library Association conference that will be held in Bend from April 25-27.

## **10. Budget Explanation Discussion**

Each year when the discussion turns to the budget, there are always questions on some of the line items. After hearing from the accountant this year it was determined that:

- 1) the Beginning Fund Balance is the Ending Fund Balance from the previous year, plus revenues from the current year (including interest found on line 5320), minus expenses from the current year
- 2) the actual revenues are line items 4401 through 4130 on the first page of the budget document
- 3) there are many line items and we want them to be as close to zero as possible, however it is more important to have the total of the sections not be over budget – the sections for us are: Personnel services, Materials and services, Capital outlay, Debt service and Contingency
- 4) one of the most important items on the budget is the “net income (loss) from normal operations” line - we always want that figure to be zero or above.

It is also very important to remember that the Building & Improvement Fund is its own budget.

### **Adjournment**

Anita Goodwin adjourned the meeting at 4:45p.m.

Respectfully submitted,  
DeRese Hall