



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

May 14, 2012

Board Members Present: Anita Goodwin, Stephen Hillis, Susan Stovall 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. Agenda

Stephen Hillis moved and Bill Vollmer seconded accepting the agenda as amended and with flexibility. The motion passed by unanimous vote.

3. Minutes

Discussion - where would be the best place to record the information needed to understand the end figures of the budget? It was decided to attach budget discussion information as #10 on the minutes from April. That information will also be on the working budget document for next year.

Susan Stovall moved to approve the minutes as amended. Vollmer seconded and the motion passed unanimously.

4. Financial Review

It was moved by Hillis and seconded by Stovall to accept the financials. Motion passed unanimously.

5. Final Budget Review

Line items discussed:

Revenue line item: Property Taxes, Jefferson County 5010 – the County's tax collection forecast was used with 7% as uncollectible, making the revenue total \$483,600.

Expense line items:

8610 – Copier Expense: we had a maintenance contract for one of our other printers that we cancelled – a savings of approximately \$900. 8606 – Legal: it was decided that notices for the budget that must legally be printed in the newspaper could come out of this line item - it's been increased by \$1000. 8612 – it was decided that we may need to place some funds here for the planning of future services with Deschutes. 8619.3 and 8282 – Quantum Communications will be providing our data line and wi-fi service instead of CenturyLink. These changes made our Net Profit (Loss) line acceptable.

6. Unfinished Business:

Library Vehicle Policy

The 2nd reading was postponed. See Transportation Policy.

Transportation Policy

While putting together the Transportation Policy, Hall found that it sometimes overlapped with the Vehicle Policy. In order to decide whether to have 2 separate policies or just one, Hall was asked to make a combination of the 2 for the next meeting.

HSA

The intent of the Library Board in providing an HSA account, is to help the employee pay the deductible on their medical plan. The plan's deductible at this time is \$2650. This year benefitted staff received \$2600 and since there is still funds in the HSA line item... **It was moved by Vollmer and seconded by Stovall to pay each of the benefitted employees \$2650 for this fiscal year to cover their total deductible amount. The motion passed unanimously.**

7. New Business:

Endowment Foundation Support

Stovall and Hall were invited to attend a meeting of the Endowment Foundation on May 10. It was a meeting in which they shared their financial information with their group and also asked about supporting the Library with a check to help purchase property. It was great to see their willingness to help but they were informed that the property sale had already gone through on a loan from Special Districts. The need for fundraising was discussed again as a building project is indeed in our future. Any funds that they raised now would definitely be a help. This project would be huge - it would certainly require that the Foundation add more members to their group. Also mentioned was the fact that the Library Board is hoping to pay off the property loan after the penalty phase for early pay-off is past. The Endowment may be called upon at that time for financial help.

Gil Chavez Wrap-up

Goodwin will write a letter to Mr. Chavez thanking him for all he had done in the position of Mentor. He should have the final papers in soon.

8. Executive Limitations

Treatment of Staff

The Board was found to be in compliance.

9. Library Director's Report

There were no changes to the Director's Report.

10. Other

The Board would like to revisit Library policy in regards to young people waiting to be picked up after hours at the library. This was added to July's agenda.

Vollmer volunteered to bring in information on Fundraising Development Programs (capacity building) at the next meeting. This information will be used to help decide how to proceed as far as the building project goes.

It was decided that sections of the Personnel policy manual would be looked over by staff and the Director and then brought to Board meetings with updating suggestions. The remainder of the policy manual, excluding the Board Governance section, will also be reviewed over several Board meetings. When this process is complete, most likely in 2013, we will print a new handbook for Board and staff.

The rental house on 7th Street is still vacant. Hall was directed to call property management and have them lower the rent to \$450 per month.

New Board officers will be elected at the end of the June meeting so that they can start on July 1.

Adjournment

Anita Goodwin adjourned the meeting at 4:22p.m.

Respectfully submitted,

DeRese Hall