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Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD MEETING MINUTES
June 11, 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 1:59 p.m. by Anita Goodwin, Library Board Chair.

2. Executive Session

The Board moved into Executive Session to discuss personnel matters.

3. Regular Session

At 2:18 the Board moved back into regular session. It was noted that contract changes and calendar changes were decided upon in Executive Session and would be presented in the regular meeting at the appropriate time.

4. Minutes

Stephen Hillis moved to approve the May Board Meeting minutes. Susan Stovall seconded and the motion passed unanimously.

Hillis also moved to approve the May Budget Meeting minutes. Stovall seconded and the motion passed unanimously.

5. Financial Review

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

6. Agenda

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

7. Unfinished Business:

Budget wording in April minutes

The Board discussed the paragraph that was added to the April minutes in regards to the budget. The Net Income/Loss formula will also be added.

Library Vehicle Policy / Transportation Policy / Combined Policy

The three different policies were reviewed. Changes were discussed and the Combined Policy was the one that was chosen. It will now be called the "Library Vehicle and Transportation Policy".

It was moved by Hillis and seconded by Vollmer to accept the first reading of the Library Vehicle and Transportation Policy. The motion passed unanimously.

8. New Business:

Building and Improvement Fund

Hillis moved and Stovall seconded to move \$50,000 - \$60,000 to the Building and Improvement Fund as decided by the Director and the Accountant. Motion passed unanimously.

Budget Resolution

Hillis moved and Katrina Terry seconded enacting resolution number 12-02 "Adopting the Budget". Motion passed unanimously.

9. Review of Policy Manual

Staff and Board will be going through the Jefferson County Library Policy Manual. The goal is to have a totally updated version in 2013. In order to accomplish this, small sections will be assigned month by month to be reviewed. This month the Board will be looking at the Purchasing Policies parts 1, 2 and 3. The staff has already gone through parts 1 – 4 in the Personnel Policy and are continuing with parts 5 and 6.

10. Capacity Building Grants

Vollmer shared his insights from the Meyer Memorial Foundation meeting. Grants for fund raising and personnel are available through Meyer. Hall shared that when asked, Meyer responded that they would only fund one grant amount for one particular request (for example a new library building) so they recommended that you be prepared and ask for all that you might need. They also said that having a grant writer was not a necessity. They like to see proposals from groups or entities that are excited about their projects and can make that evident in their applications. Another key element that Meyer looks for in the projects that they help fund, is sustainability.

On a side note of grants, the possibility of applying for grants for a new van or updated computer technology was discussed. We have had a professional grant writer, Lyn Craig, ask to attend a meeting in order to discuss grants with the Board. She has been put on the agenda for the October meeting. Also mentioned was the possibility of collaborating with Crook County Library on a technology grant for continuing both of our services with Deschutes.

11. Meeting Dates and Times

There was a discussion about the possibility of changing the dates of the Board meetings from its usual 2nd Monday of every month. The 2:00 start was also discussed. One of the Board members may have a change of work schedule in August. It was decided to table the discussion for now and add it to the September meeting.

12. Reimbursement Form

A copy of the Library's reimbursement form was presented to the Board - all looked in order. It was mentioned that the Board did not approve library forms but did give opinions on them for the Director to consider.

13. Annex Update

The downstairs of the annex will be painted and carpeted in the coming weeks. Other updates at the annex will include: locking cabinets in the men's and women's restroom, new faucet and sink in the women's room and new carpeting on the stairs and landings.

14. Executive Session

It was moved by Hillis and seconded by Stovall to approve the Library Director's contract for the coming year. The motion passed unanimously.

It was moved by Terry and seconded by Vollmer to update the Board's Yearly Calendar of Events to include: in March the Board will appoint a Library Director Evaluation Committee / in April the Board will conduct the Library Director's annual review / in May the Board will enter into Library Director contract negotiations. The motion passed unanimously.

15. Global Governance Commitment

The Board was found to be in compliance.

16. Library Director's Report

There were no changes to the Director's Report.

17. Other

Hall shared financial paperwork that shows how each of the rental properties will be displayed throughout the year in regards to budgeting information.

It was determined that when the budget was passed, the Board authorized new positions in the Library to be filled by the Director.

The Board agreed that meeting with the Deschutes and Crook Libraries on an on-going basis was good policy. Lines of communication need to be kept open if we are to make our partnership a success.

Storage at the Library was discussed in regards to room (or the lack thereof) in the janitor's closet. With the electrical components inside that room, most other items that need storage are moved over into the annex. The annex is getting to the point where it also has very little room.

It was noted that the upcoming Central Oregon Conference is to be held on October 8 this year. That is also the day of the regular Board meeting. Changing the meeting date will be discussed in September.

Hall will check into off-site storage for Library information. Carbonite was suggested as a possibility that was password protected.

Goodwin composed a completion of service letter to former Director Gil Chavez. In it she thanked him for his mentoring of the incoming Director and also his work on the SWOT document. It will be sent out right away.

Stovall composed letters to thank the Budget Committee members for their service this year. These will also be sent out right away.

18. Board Election

It was moved by Hillis and seconded by Terry to elect Susan Stovall as Board Chair and Bill Vollmer as Vice-Chair for the upcoming fiscal year. The motion passed unanimously.

Adjournment

Goodwin adjourned the meeting at 4:15 p.m.

Respectfully submitted,
DeRese Hall