



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT

BOARD MEETING MINUTES

August 23, 2011

(Rescheduled from August 8, 2011)

Board Members Present: Anita Goodwin, Bill Vollmer, Susan Stovall, Stephen Hillis

Library Director: Gil Chavez

Guest: Mick Knobel, Accountant

1. Call to Order

Anita Goodwin, Chair called the meeting to order at 3:02 p.m.

2. Minutes

Stephen Hillis moved to approve the Minutes of July 11 with discussion and Susan Stovall seconded. Stovall asked if the building project part of the minutes was discussed. Chavez said the comments about the building project were general not intended as a topic for discussion. Stovall said the Director's Report should be submitted as an attachment and not to be included within the text of the minutes. Chavez acknowledged and will follow up. Stovall the format of the minutes could be changed to make it more efficient and printer friendly. Chavez will follow up.

3. Financial Update

Anita Goodwin, Chair, introduced Mick Knobel and gave him the floor.

Knobel said he and Chavez were working on tightening up the cash till process that has recently indicated some discrepancies. The till reconciliation and bank deposits, as of last week, are being done daily for better monitoring and to help identify problems.

Knobel said the analytical spreadsheet that Bill Vollmer produced was very helpful in tracking expenditure areas. Knobel said two areas of concern were the integrated library system and courier. Chavez said the amount this year was less because Deschutes PL reduced the services provided in previous years. Chavez said the courier was now included in the agreement with Deschutes. Knobel said the expenditures were then in line as of now.

Knobel said the Library Aides line was a concern because the first month expenditures were relatively high. Chavez said July Aide hours included training the new Travelling Storyteller at actual outreach sites including several of the senior stops. Chavez said the Library Aides budget line and expenditures will be monitored carefully.

Knobel asked if the district was considering purchasing another property. Stovall said the board decided to keep the library at its current centralized location. Doing so will require enough land for appropriate expansion. Knobel said a loan might be appropriate to help accomplish that goal. Chavez said rent funds from the 7th Street rentals were being deposited in the district's account in the meantime. Knobel said some of the funds would be used for upkeep and general maintenance. Vollmer said it would be appropriate to have over \$2,000 above taxes in reserve in the building and improvement account to effectively address potential unforeseen maintenance issues.

Susan Stovall asked about the last year's contingency fund transfer that included the Coffee Corner project. Chavez said the funds automatically went to the general fund. Knobel said unused allocated contingency funds would go into the general fund.

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Knobel said fiscal conditions were to be flattening out at this time which could be an encouraging sign. He would like to see the library start building a surplus that could be used for library expansion projects. He said the library currently had approximately \$15,000 but had made some long strides in its development.

Stephen Hillis asked if money from the account with JC Treasurer could be transferred at the end of the year. Knobel said the money could be transferred at any time.

Hillis asked about the invoice received from Willow Canyon Properties. Knobel explained that the property management company keeps \$250 in reserve for maintenance incidentals.

The board thanked Knobel for the update.

Susan Stovall asked if the \$800 applied to outreach wages was for children's outreach. Chavez said it was intended to be used for all types of outreach wages. Chavez said overall outreach services were significantly reduced because of the budget setback. The ongoing pattern of using a high number of Aide hours needs to be better controlled especially during hard economic times. To begin with, the Ready to Read funds need to be used to supplement outreach programs throughout the year rather than over a few months.

Chavez said employees working on an hourly basis needed to be aware not to work over their allocated time, as current funds cannot support any overtime hours. According to LuAnne Ritchey, of SDAO, employees may not legally volunteer to do the work they are normally paid to do. However, they can volunteer to do other duties.

Chavez said he would be preparing a draft of the 2011-2012 fiscal year by the next board meeting.

4. Seventh Street Property

Chavez said a wheelchair ramp was installed at the house across the street from the library office.

Chavez said Nick Snead, City of Madras, did not see any problem in the library developing a temporary gravel parking lot between the two houses on 7th Street. The area can be fenced as long as it is not chain link.

Bill Vollmer said he would work on the possibility of getting some gravel donated for the project. Susan Stovall said a written step-by-step plan for the parking lot project would be helpful. Vollmer will provide an update at the next board meeting.

5. Eighth Street Property

The Board discussed Richard Peck's offer to sell the 8th Street property next to the annex for \$186,000. The Board decided to send a counteroffer of \$100,000 with further details to be worked out upon acceptance of the offer. Chavez will follow up. Chavez said the SDAO loan interest was currently at approximately 4%.

6. SWOT Strategic Planning

Chavez said he was working on the SWOT Analysis and Application Report to be presented in October. The report will summarize the findings and include next steps and recommendations.

7. Library Lighting

Chavez said the condition of the lights and fixtures in the library were in need of repair or replacement. The condition was brought to Chavez' attention while she was cleaning the fixtures. Some of the covers are broken and a few of the ballasts need to be replaced. The Board decided to postpone purchasing new lighting at this time but will reconsider it later. It might be considered for next year's budget. Vollmer said the current lights will probably not be available after March next year.

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8. Donation Policy Draft

Chavez said he sent the donation policy to Anita Goodwin, Chair. The Board requested Chavez to send all documents to each member of the Board. Chavez will follow up. Discussion ensued regarding donations sent to the foundation.

Hillis and Vollmer discussed how the foundation's role for donations made to the library is that of a pass through organization. The foundation receives the donations and subsequently issues a check to the library. Hillis said the library board and the foundation should meet at some point to clarify the process.

Stephen Hillis moved to approve the first reading of the Donation Policy Draft. Bill Vollmer seconded. Discussion continued. The Board generally agreed that the first step was to finalize the donation draft and present it to the foundation. The draft will be finalized at the next meeting. There was no further discussion. Anita Goodwin, Chair called for the vote. The motion was passed by unanimous vote.

9. Library Director's MOU

Chavez said the MOU states that he will remain as Library Director until a new Director is hired. Chavez said the existing Library Director Application packet was good but needed some basic updating.

Stephen Hillis moved to accept the Memorandum of Understanding presented by Gilbert Chavez, Library Director. Susan Stovall seconded. The motion was passed by unanimous vote. The MOU will be signed by Anita Goodwin, Chair and Chavez.

10. Executive Limitations

Global Executive Constraint policy was reviewed and the Library Director was found to be in compliance.

11. Board Job Description

Stovall said this was a homework task provided by Margot Helphand, Consultant. Chavez will send out a reminder to the Board to review Board Job Description on page 16 of the governance policy in preparation for the next board meeting on September 12.

12. Executive Session

The Board went into Executive Session as authorized by ORS 192.629 at 5:29 p.m.

13. Regular Session

The Board went back to regular session at 5:49 p.m. with no action taken on personnel matters discussed.

14. Adjournment

The meeting was adjourned at 5:53 p.m.

Respectfully submitted.

Gilbert Chavez, Board Secretary

Notes:

Board Meeting: Monday, September 12, 3:00 p.m., Annex