



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT

BOARD MEETING MINUTES

September 12, 2011

Board Members Present: Anita Goodwin, Bill Vollmer, Susan Stovall, Stephen Hillis
Library Director: Gil Chavez

1. Call to Order

Anita Goodwin, Chair called the meeting to order at 3:04 p.m.

2. Minutes

Stephen Hillis moved to approve the Minutes of July 11 with discussion and Susan Stovall seconded. Stovall said she liked the new format for the minutes. Hillis said he preferred the previous agenda format because it provided a convenient space notes. All present generally agreed. Chavez will use that format. **Anita Goodwin, Chair called for a vote and the motion was passed unanimously.**

3. Financial Update

Chavez said the daily cash till procedure change was working well and will be continued.

4. Seventh Street Property

Chavez said managing the two rentals was going well including the funds transfers between Willow Canyon Property Management JC Treasurer's office.

5. Eighth Street Property

The Board discussed Richard Peck's counter offer to sell the 8th Street property next to the annex for \$140,000. The Board discussed the matter and decided to send a counteroffer of \$120,000. The Board also provided the option for Mr. Peck to make a tax deductible donation to the library as part of the sale agreement of all or some of the amount over \$120,000. This to be contingent on Mr. Peck's obtaining, at his expense, a current appraisal of the property indicating a value of more than \$120,000. Chavez will follow up with Mr. Peck.

6. SWOT Strategic Planning

Chavez said he was working on the SWOT analysis and goals and objectives for October's meeting. Bill Vollmer asked to have the report sent out to the Board at least a week prior to the meeting. Chavez will do so.

7. Donation Policy Draft

Discussion on the Donation Policy Draft was continued from the previous meeting. Susan Stovall asked if the donation from used by the library included donations made directly to the Foundation. Chavez said donation records were maintained for those initiated and processed through the library. Further discussion ensued.

Stephen Hillis moved to postpone decision on the Donation Policy Draft until the next meeting. Bill Vollmer seconded. The motion was pass by unanimous vote.

8. Budget 2012-2013 Preliminary

Chavez presented a proposal to re-establish library open hours on Friday during the next fiscal year. Chavez said the intent was to bring up the topic for discussion for next year's budget. Chavez said there were no indications that revenues will increase next year. As such, Chavez said he would present other options for the Board to consider in their budget development. There was no further discussion.

9. Linkage Policy

Global Board – Library Director and Accountability of Library Director linkage policies were discussed and found to be in compliance. Chavez presented a revised Results Policies draft.

10. Board Job Description

Susan Stovall presented a draft of the Board Director Job Description. It will be finalized for discussion at the next regular Board meeting.

11. Director's Report

The report is attached to this document.

Bill Vollmer said an "attachments" sub heading could be added to include any additional documents or reports. Chavez will follow up.

12. Library Director Application Packet

Chavez said the previous Library Director Packet covered all aspects of the position. Chavez will rework the part about building project responsibilities. Chavez will also send the revised packet to the Board for final review. The position will be posted online at OLA and PNLA job listing sites.

The Library Director's evaluation process was discussed. Chavez said the Library Director's evaluation process was well balanced, fair, and effective.

Adjournment

The meeting was adjourned at approximately 4:37 p.m.

Respectfully submitted.

Gilbert Chavez, Board Secretary

Notes:

Board Meeting: Monday, October 10, 3:00 p.m., Annex