



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT

BOARD MEETING MINUTES

October 10, 2011

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

Guests: Candi Fronk and Sandra Spence of Harrigan, Price, Fronk, and Company, LLP

1. Call to Order

Anita Goodwin, Chair called the meeting to order at 3:00 p.m.

2. Minutes

Stephen Hillis moved to approve the Minutes of September 12. Susan Stovall seconded. The motion was passed by unanimous vote.

3. Audit Report

Candi Fronk, Auditor, presented the audit findings for Fiscal Year 2010-2011. Ms. Fronk said the District's electronic copy of QuickBooks provided by Mick Knobel's office was very helpful. The audit was about 98% complete. A couple more updates including a synopsis of future plans from Gil should wrap it up.

Ms. Fronk said the District's position looked clean overall especially since the annex was paid off and Meyer grant was closed. Funds in the new Building and Improvement account are considered committed funds because of its special purpose, said Fonk.

Ms. Fonk continued to cover the most pertinent parts of the audit document, of which upon completion, a copy will be available at the Library Director's office.

Ms. Fonk said a substantial carryover of approximately \$200,000 was indicated. Chavez said the budget, as in years past, was largely based on projections provided by the Assessor's office. Chavez said that based on downward spiraling economic conditions at the time, the District studied the situation and took appropriate measures to reduce projected expenditures including temporary closing on Fridays.

Chavez and Mick Knobel will meet this week to review and verify the carryover. Mr. Knobel will present a fiscal update at the next regular Board meeting.

Ms. Fronk in closing reiterated that the District's audit overall findings were found to be positive and in order. She added that communication between Mick Knobel, Chavez, and her office continued to be effective.

4. Financial Review

Susan Stovall said Mick Knobel's emailed comments with the September financial reports indicated expenditures to be appropriate and inline. All present generally agreed.

5. Priority/Goal Setting

Chavez said the priority/goal setting project was still in process. The assessment model was already completed. It is partly based on the District's mission statement.

6. Eighth Street Property

Chavez said he wrote a letter to Mr. Richard Peck describing the District's decision regarding the pending offer to sell the property and the associated rental proposal. Chavez is waiting for his response.

7. Donation Policy Draft

The donation policy draft was discussed further. Susan Stovall discussed and suggested using Lake Oswego PL's donation policy as a possible framework for JCLD donations. It provides several categories including donation of goods, financial gifts, unrestricted contributions, and others. All present generally agreed. Chavez will follow up using DPL's donation policy as a framework.

Chavez said that according Luanne Ritchey of SDAO, JCLD has legal status to accept donations in its own right as long as it is represented in the budget document. Bill Vollmer asked if the SDAO donation information for special districts was available. Chavez said he would get the information from Luanne Ritchey. Bill Vollmer said to include a check box for those wishing to remain anonymous.

Anita Goodwin, Chair said the thank you acknowledgements process needed to be improved. Chavez said the reworking of the donation policy would help clarify the acknowledgments process.

Katrina Terry asked if the library had a policy whereby the Foundation notifies the library when it gets a donation. Chavez said no policy was available at this time but it would be included in the draft revision.

All present generally agreed that progress was being made on the donation policy and that the Foundation would receive a copy of the adopted version.

8. Executive Session

The Board went into executive session as per ORS 199.220 at 4:10 p.m. to discuss personnel matters. The Board closed the executive session and returned to the regular session at 5:01 p.m.

9. Library Director Position

The Library Director Position was discussed and opened to motion. Stephen Hillis moved to accept the proposal to fill the Library Director position with DeRese Hall and to enlist the services of a Library Consultant/Trainer on a limited and temporary basis; that Chavez will develop appropriate contracts for both positions; and that said contracts be presented to the Board for further consideration. Susan Stovall seconded. The motion was passed by unanimous vote.

10. Deschutes PL Upgrades

Chavez discussed Deschutes PL's planned automated system upgrade and downloadable books enhancement. The Sierra product complements the Millennium software with an open source type structure that offers improved access and management of non print resources including a more stable interface with multiple digital devices. The Board would like to see how JCLD's participation costs were determined. Chavez will follow up with that information.

11. Crook County Library and JCLD MOU

Camille Wood, Library Director, Crook County and Chavez will be working on an MOU that acknowledges Crook County PL's agreement with Deschutes PL for shared integrated library system use and reaffirms continuing cooperation with Crook County PL. The meeting should take place within the next two weeks.

12. Budget Preliminary

The preliminary budget for 2012-2013 was discussed. Chavez said the amounts included were based on current library open hours. The Board would like to see a preliminary budget that includes reinstating Friday open hours. Chavez will follow up.

13. Linkage Policy – Monitoring Library Director Performance

The policy was discussed along with appropriate revisions. Revisions included adding the term “Audit” to the Financial Condition and Activities policy under Method; including a note in the Treatment of Library Users pertaining to the propositions and policies expressed in the American Library Association Bill of Rights and the American Library Association Freedom to Read Statements; and adding the terms “Internal” and “Annually” to the Collection Development policy.

14. Monitor: Ex Limitations Policy – Financial Condition and Activities

The Board was found to be in compliance.

15. Monitor: Ex Limitations Policy-Financial Planning and Budgeting

The Board was found to be in compliance.

16. Board Evaluation

Susan Stovall will send out some information on this topic to all Board members.

17. Director Evaluation

This item was completed last month.

18. Monitor: Results Policy Report

The Results Policy draft was discussed. Susan Stovall moved to approve the Results Policy Report. Bill Vollmer seconded. The motion was passed by unanimous vote.

19. Library Director’s Report

Chavez said there were no changes to the Director’s Report.

Adjournment

The meeting was adjourned at approximately 5:37 p.m.

Respectfully submitted.

Gilbert Chavez, Board Secretary

Notes:

Board Meeting: Monday, November 14, 3:00 p.m., Annex