



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

December 12, 2011

Board Members Present: Bill Vollmer, Susan Stovall, Katrina Terry
Library Director: DeRese Hall

1. Call to Order

In the absence of Library Board Chair Anita Goodwin, Bill Vollmer, Vice-chair called the meeting to order at 2:02 p.m.

2. Minutes

Susan Stovall moved to approve the minutes of November 14 with changes. Katrina Terry seconded. The motion was passed by unanimous vote.

It was suggested that each board member may want to download the Oregon Public Meeting Laws from the internet. It is approximately 8 pages and Stovall's copy came in very handy for this part of the meeting.

3. Financial Review

The budget was thoroughly discussed and any overages were accounted for. Vollmer created a "color-coded" budget that he will try to submit to Hall for the monthly board meetings.

4. Unfinished Business:

Donation Forms

Now that the donation forms have been completed the committees represented on the forms will need to be notified of their responsibilities. The board will meet with the endowment foundation in the near future. They may wish to discuss the library's property purchases at that time. Hall will get in touch with the other groups.

Richard Peck proposal

The board looked at Mr. Peck's proposal and came back with a counter-proposal. It consisted of the following items: rent of \$150.00 per month - \$300 refundable deposit (3 installments OK) – Mr. Peck responsible for the water, sewer, garbage, electric and yard maintenance for both units - term of contract would be 6 months – all contingent on a walkthrough inspection after the closing of the property sale. The other issue on Mr. Peck's list was the waiving of the closing costs that the board deemed not a part of the rental agreement.

Revenue and Personnel budget sections

Hall will continue to work on this section of the budget.

Emergency Library Director Succession

At this time there is no staff member that is fully capable to step in to this position. There will be on-going training by the director so that this position can be filled in the future.

Parking lot

Vollmer will discuss with the city and county the board's thoughts about putting in a temporary, gravel parking lot between the rental properties on 7th Street. He will report back in February with his findings.

5. New Business:

Budget Calendar

Hall will mail out invitations to be on the budget committee for 2012. These will initially go out to the committee members from last year.

Materials disposition policy

The board discussed the need to have a weeding disposition policy. The policy manual already has a section that deals with collection maintenance where weeding is addressed. It was decided that that area would be the proper place to expand the policy with a sub-category of "Weeding Disposition". In that sub-category the board gave authority to the Friends group to decide on a case by case basis where withdrawn library materials would go once they left the library. An amended page will be provided electronically for the board and also added to the policy manual in the notebook at the library.

Katrina Terry moved and Susan Stovall seconded amending the Collection Maintenance policy to include a sub-section on weeding disposition. Motion passed unanimously.

Board Evaluation Worksheets

This was tabled until the February meeting when more board members would be present. Board members were asked to take a look at the forms if they hadn't already.

6. Linkage Policy – Ex Limitations - Monitor: Communication and support to the board

The policy was reviewed and some issues highlighted. Examples of those items: 1) the director must keep the board aware of issues that impact the library, 2) the director has the ability to contact the board as a whole and when dealing one on one with a board member it must be to answer a specific question, and 3) that the director must send items out for the board meetings one week in advance. It was mentioned as a possibility that this last item may need to be revised. The board was found to be in compliance.

7. Board Governance – Board committee principles

This policy was reviewed. It was brought up that any requests coming from a board member on a committee should not be interpreted as a board request – merely as a request from the committee. The board was found to be in compliance.

8. Holiday Closures

The library will close at 2:00 on Christmas Eve and New Years Eve and since the actual holidays are on a Sunday, the library will be closed the following Mondays.

9. Library Director's Report

Hall said there were no changes to the Director's Report.

10. Questions & Answers

Hall asked the board how much information they would like to receive month to month from the director. There were matters ongoing every day – did they have parameters she could use as to what to share and what didn't need to be commented on. It was suggested that if the director could handle the matter, it did not need to come before the board. If it was an on-going issue, it would then be something that the board would need to know about.

Vollmer asked the group if there was ever anything done for staff at the holidays. It was mentioned that in the past different directors might take staff out for dinner or send out for pizza - farther back than that the board used to have a luncheon for staff as a thank you. There has been nothing organized. The board suggested that they might be interested in having a staff / board potluck in January.

In order for the public to have a better idea of who their library board is, Vollmer volunteered to take a portrait of the group. It would be taken before or after one of the library board meetings.

Hall brought up that she had a previously planned vacation scheduled for the first part of August 2012. It would interfere with the scheduled board meeting and she wanted to make sure that she could continue with her plans. She was assured that she could do so.

Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
DeRese Hall