



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

January 14, 2013

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 2:02 p.m. by Board Chair Susan Stovall.

2. Minutes

It was moved and seconded (Katrina Terry/Bill Vollmer) to approve the regular session minutes. The motion passed unanimously.

3. Financials

After discussing the low numbers on the interest income line, it was decided that Hall would ask the accountant for more information. Other than that, the financials were deemed to be in order.

4. Agenda

Vollmer moved to approve the agenda with flexibility. Terry seconded and the motion passed unanimously.

5. Unfinished Business:

Bylaw changes – Committees

Hillis prepared an amended section on Committees for the Policy Manual that he shared with the rest of the Board.

It was moved and seconded (Terry/Vollmer) to accept the 1st reading of Policy 3.5 Board Appointed Committees. Motion passed unanimously.

Results Policy

It was moved and seconded (Vollmer/Goodwin) to accept into policy the 2nd reading of the Results Policy. Motion passed unanimously.

Results Document – Short and Long Term Results

Stovall and Hall worked on a document to present to the Board that incorporated all of the short and long term goals that were discussed at length in regards to the SWOT document. After discussion, it was decided that the Board would look over the document again and be ready to add comments at the February meeting.

Board Yearly Calendar of Events

It was moved and seconded (Terry/Vollmer) to accept the revised edition of the Board Yearly Calendar of Events. Motion passed unanimously.

Grant update

After checking with the Ford Family Foundation, it was learned that the grant that we were looking at would not accomplish what we wanted to get done. The Board decided to contact Lyn Craig again and ask if she would be willing to write a grant for the Library that would include: contracting with a company that would give us a second opinion on the aspects of the memo from Deschutes, the ability to purchase the equipment to implement the appropriate plan, provide training on maintaining some of the aspects of the new system and cover troubleshooting and grant-writing costs. If it is predicted that this process will take an extraordinary amount of time, the Board may choose to go another direction.

6. New Business:

Appointment of Budget Personnel and Preview of Budget Calendar

The Board recommended that last year's Budget Committee be invited to sit on the Committee again. Hall will send out the invitations. The Budget calendar for 2013 was presented.

Conflict of Interest Form

The form was filled out by each member of the Board.

Re-elections

Three of the Board members are up for re-election this year. Stephen Hillis and Susan Stovall have decided to run again. It is with regret that Katrina Terry informed everyone that she would be stepping down.

Compensation

In order to continue with the policy manual update, it was decided that the issue of compensation needed to be addressed. This issue needs to encompass a philosophy that will stand the test of time, through increases of district funding and staffing needs to decreases of the same. Job descriptions and wage percentages in relationship to the budget will also need to be addressed. There may be a Board committee formed as the work progresses.

7. Executive Limitations: Financial Conditions and Activities/Financial Planning and Budgeting/Asset Protection

It was deemed that the Board was in compliance.

8. Board Governance-Governance Quality and Costs

The Board was deemed to be in compliance.

9. Result Policy

Item number 1-"Enhancing and enriching the lives of our patrons through literary and cultural programs and resources" was monitored.

10. Library Director's Report

There were no changes to the Director's Report.

11. Other

12. Library Closures

The Library will be closed on January 21 for Martin Luther King, Jr. day.

13. Adjournment

Stephen Hillis moved that the meeting be adjourned at 4:26. Terry seconded and the motion passed unanimously.

Respectfully submitted,
DeRese Hall