



JEFFERSON COUNTY

**LIBRARY**

DISTRICT

241 SE 7th Street  
Madras, OR 97741

Phone: 541-475-3351

## JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

February 11, 2013

Board Members Present: Anita Goodwin, Stephen Hillis, Katrina Terry and Bill Vollmer  
Library Director: DeRese Hall

### 1. Call to Order

The meeting was called to order at 2:09 p.m. by Board Vice-Chair Bill Vollmer.

### 2. Minutes

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

### 3. Financials

The financials were deemed to be in order. It was also requested that the Board Calendar of Events be edited to show that in January, April, July and October the financials are moved to be in order with a motion from the Board.

### 4. Agenda

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

### 5. Unfinished Business:

#### Bylaw changes – Committees

The Committee policy had more discussion and some changes were debated.

**It was moved and seconded (Hillis/Anita Goodwin) to accept the 2nd reading of Policy 3.5 Board Appointed Committees and accept it into policy. Motion passed unanimously.**

#### Results Document – Short and Long Term Results

It was decided that outreach beyond the Library itself was not mentioned specifically in this document. A statement was added to reflect the Board's desire to have this as a short term result. It was added to category number 2.

**It was moved and seconded (Hillis/Terry) to accept this report as a living document. The motion passed unanimously.**

#### Re-election forms:

Hillis received his form to file for re-election. Susan Stovall's form will be placed in her file in the Director's office.

### 6. New Business:

#### Appointment of Library Director Evaluation Committee

**It was moved by Hillis and seconded by Terry that Susan Stovall and Bill Vollmer be nominated as members of the Library Director Evaluation Committee. The motion passed unanimously.**

#### Oregon Mandatory Reporting

Wade Whiting, attorney for the Library, drafted a document to be used for staff and volunteers to acknowledge their respective understanding of the requirement to report any suspected child abuse. This abuse needs to be reported whether in the actual Library or outside its four walls. The Board was adamant about this issue being explained to and understood by all. The document will be circulated with all staff required to read and initial. A copy will be provided to all volunteers of the Library. More information will be forthcoming from SDAO and will be a subject at future staff meetings.

**7. Results Policy Monitoring Report 2011-2012**

It was moved and seconded (Hillis and Terry) to accept the Results Policy Monitoring Report. The motion passed unanimously.

**8. Linkage: Delegation to the Library Director**

The Board was deemed to be in compliance.

**9. Executive Limitations: Compensation and Benefits**

It was deemed that the Board was in compliance.

**10. Board Governance-Board Operations**

The Board was deemed to be in compliance.

**11. Result Policy Monitoring**

Results Policy item number 2 (All residents have free access to library services and are able to find materials specific to their needs) was discussed.

**12. Library Director's Report**

There were no changes to the Director's Report.

**13. Other**

Lyn Craig will be contacted again in regards to the technology grant.

Board member Anita Goodwin regrettably shared her decision to leave the Board. This event will take place after the budget process. An exact time will be decided in the future.

Information is to be gathered for the budget in regards to opening on Friday, increasing a part-time staff member to full-time, the PERS rates and whether or not there is an expected increase (and how much) for medical coverage. Board member Vollmer suggested that if medical insurance were to increase, a possible line item to look at for cuts may be in staff's medical insurance benefits.

Vollmer shared information on the sessions he attended at the SDAO Conference. There are some handouts that he will be making available for those interested. He will also make sure that the Library receives information on Mandatory Reporting.

**14. Library Closures**

The Library will be closed on Monday, February 18 for President's Day.

**15. Adjournment**

Vollmer adjourned the meeting at 3:48.

Respectfully submitted,  
DeRese Hall