



241 SE 7th
Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD MEETING MINUTES**
July 9, 2012

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 2:03 p.m. by Vice Chair Bill Vollmer.

2. Minutes

Stephen Hillis moved to approve the June Board meeting minutes. Katrina Terry seconded and the motion passed unanimously.

3. Financials

The Board received an apology from the accountant for the lateness of the financials. There was a question or two that the Director will try to find answers for. The financial review was tabled until the next meeting so that the Board would have time to look over the documents.

4. Agenda

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

5. Unfinished Business:

2nd Reading of Library Vehicle and Transportation Policy

After having a discussion which centered mostly around personal vehicle usage and transportation of minors...

It was moved by Hillis and seconded by Anita Goodwin to accept the 2nd and final reading. Motion passed unanimously.

6. New Business:

Board Yearly Calendar of Events

Terry moved to accept the Board Yearly Calendar of Events as amended. Hillis seconded and the motion passed unanimously.

Unattended Youth at Library after Closing Time

Concern has been expressed from Board Chair Susan Stovall, about the lack of policy concerning young people who are unaccompanied at the Library as far as closing time is concerned. She wished to bring up the subject for the Board to discuss. As she was unable to attend the meeting, remaining Board members thought that an actual policy may be unnecessary as adults were strongly discouraged to leave their children unattended at the Library. Hall was directed to contact Stovall and invite her to research this issue more, if she wished, and to bring examples of other library's policies to the next Board Meeting.

New Staffing

There is a new staffing pattern at the Library. Because of that, several part-time employees have been asked to step in and help with some of the duties that are currently not being covered. Two new employees have been added to the schedule on a part-time basis and one additional employee has been added as an on-call substitute. This topic brought about a discussion spearheaded by Goodwin, as to whether or not hiring several part-time employees instead of having one or 2 full-time employees with benefits, was the best way to spend the communities tax dollars and also the question was raised as to whether it was in the best interest of the community to do so. This is an issue that is of utmost concern and it will be revisited in November with an update of on-going Library financial accountability and information from the upcoming PERS increase that has been forecasted to be on its way. Having more information from these two areas will help with the discussion.

Purchasing Policy Review

Parts 1, 2 and 3 were reviewed by the Board. Several changes were made. It was decided that Hall would keep track of the changes on an on-going basis and present the Policy Manual in its entirety at the end of the project. Part 4 was given to Hall to make changes and the Board will take parts 5-8 for their next review assignment.

7. Linkage Policy - Executive Limitations

The Board was found to be in compliance with Financial Planning & Budgeting and Financial Condition & Activities.

8. Board Governance

The Board was found to be in compliance with Governing Style.

9. Library Director's Report

There were no changes to the Director's Report, however the meeting with Deschutes Public Library and Crook County Library was expanded upon in that the Board was hoping to have even more communication in that area and Hall shared that another meeting was to be planned in the near future.

10. Other

Board member Terry asked about the statistic in which our Registered Users went from approximately 11,000 to 6,000. Hall reported that that was the time in which the Millenium system was purged of all Users that hadn't accessed their account within a certain amount of time. It is an acceptable practice that keeps your database updated.

The regular Board meeting in August has been cancelled. The Board will meet again at the regular time and date in September. The October meeting has been moved to October 15. The time will stay the same at 2:00 p.m.

Adjournment

Vollmer adjourned the meeting at 4:04 p.m.

Respectfully submitted,
DeRese Hall