



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD MEETING MINUTES
September 10, 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 2:00 p.m. by Board Chair Susan Stovall.

2. Minutes

Stephen Hillis moved to approve the June Budget Hearing minutes and the July regular meeting minutes. Bill Vollmer seconded and the motion passed unanimously.

3. Financials

The financials were reviewed and deemed to be in order.

4. Agenda

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

5. Unfinished Business:

Purchasing Policy Review

Parts 5-8 of the Purchasing Policy were reviewed by the Board. It was noted that Hall would be adjusting the appropriate wording/numbers throughout the document to reflect changes made previously. One in particular "Business Office" is to be changed to "Library Director". Purchase orders, travel reimbursements and donations were discussed. Also discussed in more detail was the section on investments. The accountant and SDAO is to be contacted in order to make sure that that section of the manual is updated correctly. Part 4 of the Purchasing Policy was revised by Hall and the revisions were accepted by the Board.

The next policy review will be parts 1-3 of the Board Bylaws.

Parking Lot

It was moved by Hillis and seconded by Terry to have Vollmer find out the breakdown of costs for the interim parking lot across the street from the Library. The information is to be shared at the November meeting. Motion passed unanimously.

Meeting Time and Day

At this time, the time and day of the Board's regular meetings will stay the same (the second Monday of the month at 2:00). Exceptions will be dealt with on a case-by-case basis.

6. New Business:

Compression

There has been a lot of publicity about the possible effect of the Madras Aquatic Center's levy on existing districts and other agency's levies. Hillis and Hall independently made trips to the assessor's office for some information. Hall received paperwork with details of the Library's taxing district that showed last year's compression amount as being \$3743.52. This is the amount that is owed but not collected because of tax limitations. Hillis shared that should the MAC levy pass, the additional impact on the library would be very small. The exact amount however, is something that the county says is unknown at this time.

Board Yearly Calendar of Events

The Board discussed elections and made changes to the Director review portion of the calendar. Also added for the month of November, was the Annual Vision Review and Work Session.

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

7. Linkage Policy – Global Board – Library Director Linkage and Accountability of Library Director

The Board was found to be in compliance with both Linkage policies.

8. Executive Limitations – Global Executive Constraint

The Board was found to be in compliance.

9. Board Governance – Board Job Description

The Board was found to be in compliance.

10. Results Policy

It was decided to schedule a work session/special meeting for the first part of November in order to outline short and long term goals for the future and also to update the current Results Policy if necessary. A Doodle Poll will be sent out for scheduling purposes.

11. Library Director's Report

There were no changes to the Director's Report.

12. Other

The Board asked to be on an email list for upcoming events at the Library.

Also discussed was our computer/internet system in regards to the need for updating the module that is now "in-between". There is plenty of bandwidth coming into the building and, for the most part, the computers at the library are adequate, but the connection between the two needs updated. This is something that will be brought up at the next meeting in the form of grant questions for Lyn Craig.

News was shared that Crook County Library is scheduled to join Deschutes and Jefferson on the Millennium system by May 31, 2013.

Adjournment

Stovall adjourned the meeting at 4:08 p.m.

Respectfully submitted,
DeRese Hall