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Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD MEETING MINUTES
November 12, 2012**

Board Members Present: Anita Goodwin, Stephen Hillis, Susan Stovall, Katrina Terry and Bill Vollmer
Library Director: DeRese Hall
Guests: Candace Fronk, Sandra Spence and Todd Dunkelberg

1. Call to Order

The meeting was called to order at 1:02 p.m. by Board Chair Susan Stovall.

2. Minutes

It was moved and seconded (Stephen Hillis/Anita Goodwin) to approve the minutes. The motion passed unanimously.

3. Financials

The financials were reviewed and deemed to be in order.

4. Agenda

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

Auditor

At this point in the meeting, the auditor took the floor. She handed out the Annual Financial Reports to all of the Board members. Ms. Fronk expressed that our audit went very well – the biggest change being the property purchase and the addition of the rentals. She proceeded to go through the booklet hitting highlights along the way. Areas discussed were new debt (page 9) –the good interest rate we received on our loan, the building and improvement fund (column on page 12) and the donation from our property purchase. Also on that page, we can see that we took in more money in 2012 than in 2011. In the case of donations, she emphasized that when people donate it isn't a big deal for auditing purposes but as soon as money goes out, we better have a line item that it corresponds with. On page 17 she pointed out our investments – most of them in the Treasurer Pool and on page 19 the capital assets. Coming up as far as costs for next year (starting on page 21) will be an increase in PERS. We are not underfunded in this area, however employers do not set rates and must pay what is mandated. Also mentioned at this time was that retirees would be able to pay JCLD insurance rates until they started receiving their Medicare benefits. There would be no cost to the Library but it was mentioned as a heads up. Some items were reclassified – for example the new air conditioner was taken out of Building Repairs and moved to assets. Ms. Fronk explained that during the budget process it is acceptable to add a little more money to a particular line item when that item is one that may fluctuate for one reason or another. The important issue is that the entire category is not over budget. One of her final comments was how well the District does with its checks and balances in regards to segregation of accounting duties. She says that we do this “exceptionally well”.

5. Unfinished Business:

Bylaw changes – Committees

Hillis submitted a new JCLD Film Center Usage Rules document. This document had its first reading and it was decided that it's placement would be in the General Operations Policy Manual directly after the section on Rodriguez Annex Usage Rules. Hillis will continue with his Committee update at the January meeting.

Parking Lot

Vollmer received a bid of \$3415.00 for 4" of ¾" gravel from Rask Excavation for the ground work on the parking lot. There is also a bid coming for fencing of the area from Mike's Fence. It was decided to call the Jefferson County surveyor and have him come and survey the parking lot before any of the other work begins. The parking lot will be a 5 part process: survey / groundwork / tree trimming / fencing / signage and parking bumpers. The only other process to go through would be if the city requires a cement approach (apron) into the parking area. Mr. Snead, the Madras Community Development Director, has indicated "no" but will check on it with the city and get back with Vollmer. If it is indeed necessary, there has been a ballpark estimate received of \$1200-\$1500 for that part of the project. The Board directed Hall to proceed with all items except the apron.

It was moved by Hillis and seconded by Vollmer to authorize the Director to proceed with the parking lot project. Motion passed unanimously.

6. New Business:

Deschutes Public Library System

Todd Dunkelberg from the Deschutes Public Library System (DPLS) attended the meeting. Since our libraries are joined together in an integrated library system (ILS), he wanted to share some of what has been going on. In August DPLS switched to a hosted environment (the "cloud"). This means that all of our combined information is stored off-site in a server in California with a back-up server on the East Coast. In order to make use of this system, our Library needs to have a very good internet connection - which we now have with Quantum. Our ILS is one that was created in the '90s - it needed to be updated. Luckily the company we are currently using came out with an upgrade. It is called Sierra and it is the direction that we will be going next. This product is web-based and has much more flexibility. Price wise it should be about the same with minimal increases each year. We will get onboard with Sierra in the spring. As far as downloadable books go, we will soon be paying Deschutes for our actual usage. This comes out to be about \$1 per check out. RFID technology was mentioned - this is basically where there is a little antenna placed in each item. There were questions as to whether or not DPLS could go it alone - if so, we would all have to run two systems. If Crook and Jefferson put a chip in all of their materials, we may not need to have the two systems but it currently costs approximately 19 cents per item for the chip. This could be a good grant opportunity since it would involve the three county libraries. DPLS will be doing more investigation on RFID in the summer of 2013. At this point the Library Board asked to be kept informed when it becomes apparent that there will be something coming up that has budget implications - no matter what the cost. When asked how his Board felt about the connection between our two libraries, Mr. Dunkelberg replied that his Board was excited about working together to make all of our libraries better. If DPLS can do that and not spend their taxpayer's money on non-Deschutes items, they will continue. Board priority for Deschutes this next year will be strengthening the collection, focusing on the library's gathering space and letting people know about what goes on at their library. It was suggested that the Board consider meeting with the DPLS Board at their April meeting just to keep everyone connected.

Updated Results Policy

Stovall and Hall will go through the results priorities that were decided on at the Special Meeting that was held November 5. They will collate these items and present them to the Board at the January meeting.

It was moved and seconded (Vollmer/Hillis) to accept the amended Results Policy. The motion passed unanimously.

Board Yearly Calendar of Events

As this document was amended yet again, the Board will wait until December's meeting to approve.

Annual Vision Review

This item will be discussed in the January meeting as it was decided that it went along with the Results priorities that Stovall and Hall will be compiling.

Full-time Staff Position

This issue came from Budget discussions occurring from May through July. In January, Hall will be presenting information about salary compensation and it was decided that this full time staff issue could be addressed more appropriately at the same time. After that presentation, there may be a need for a small 2 member Board committee to be formed to address salary issues more thoroughly.

7. Linkage Policy - Unity of Control

It was moved and seconded (Hillis/Vollmer) that the Board be considered to be in compliance. Motion passed unanimously.

8. Executive Limitations – Emergency Library Director Succession

Wording in this policy was amended.

It was moved and seconded (Hillis/Goodwin) that the Board accept the first reading of the amended policy. Motion passed unanimously.

9. Board Governance – Board Members’ Code of Conduct

It was moved and seconded (Terry/Goodwin) that the Board be considered to be in compliance. Motion passed unanimously.

Hall was directed to submit a Conflict of Interest form at the next meeting.

10. Personnel Policy

This policy is in the process of being updated by the staff. A completed recommendation of the policy will be presented to the Board in 2013 for inclusion in the fully updated Policy and Procedure Manual.

11. Result Policy: Monitoring item #5 – Collection is current, reliable and relevant

This item is ongoing. All departments make updates and changes yearly with each new budget.

12. Library Director’s Report

There were no changes to the Director’s Report.

13. Other

The Library Board prepared a congratulatory card for the first Steward of the Jefferson County Library. Star Todd completed the course and is now a part-time employee. She did a fantastic job!

14. Library Closures

The Library will be closed on Veteran’s Day, November 12 and Thanksgiving Day, November 22.

Adjournment

Vollmer adjourned the meeting at 3:55 p.m.

Respectfully submitted,
DeRese Hall