



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

December 10, 2012

Board Members Present: Anita Goodwin, Susan Stovall, Katrina Terry and Bill Vollmer

Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 2:01 p.m. by Board Chair Susan Stovall.

2. Minutes

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

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

3. Financials

Several questions were asked – some of which included: Community Read, DPLS payments and line item 9204 “Suspend Account”. After discussion the financials were deemed to be in order.

4. Agenda

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

5. Unfinished Business:

Bylaw changes

Chapters 4 and 5 were discussed and some wording changes were made. There was a reminder issued that adjournment needs to be done by a majority vote and also that results of voting that are not unanimous need to be noted in the minutes by type of vote and name of Board member making such vote. Added to the ORS’ that will be listed at the end of the amended Bylaw manual will be 192.410-192.505.

JCLD Film Center Usage Rules

There was a 2nd reading of the JCLD Film Center Usage Rules.

It was moved and seconded (Vollmer/Terry) to accept into policy the 2nd reading of the JCLD Film Center Usage Rules. Motion passed unanimously.

Parking Lot Update

The land survey has been completed and the tree-topping is done. The lot will be scraped and the fence posts cemented into place later this week. If the weather continues to cooperate, the fence rails, signs and parking bumpers will happen by January. Brightwood is supplying the sign posts and Vollmer has volunteered to use his equipment to help place the bumpers.

Board Yearly Calendar of Events

No action was taken at this time. Item will be on the agenda for next month.

6. New Business:

Conflict of interest form

The form was accepted and will be presented at the next meeting for each of the Board members to sign. In the future, the signing of the form will be on the agenda for the July meeting.

Registered Agent Form

This form was found online and is to be submitted whenever there is a change of the Registered Agent or the Registered Office. Stovall, as the Board Chair, needs to sign it, have it notarized and send it off to the State of Oregon.

SDAO

Complimentary conference registrations are being offered by SDAO. Their conference is in Portland on February 8-10. The Board will check their calendars to see if they can attend.

7. Result Policy: Monitoring item #6 –Library circulation, program participation and patron volume continue to increase.

The amended Results Policy had its first reading.

8. Executive Limitations

Emergency Library Director Succession

It was moved and seconded (Terry/Vollmer) to accept the 2nd reading of the Emergency Library Director Succession policy. The motion passed unanimously.

Communication and Support to the Board

It was moved and seconded (Vollmer/Goodwin) that the Board was in compliance with the Communication and Support to the Board Policy. The motion passed unanimously.

9. Board Governance – Board Committee Principles

It was moved and seconded (Terry/Vollmer) that the Board was in compliance with the Board Committee Principles. The motion passed unanimously.

10. Library Director's Report

There were no changes to the Director's Report.

11. Other

The Chamber of Commerce will be contacted as to a date for the Library to host Coffee Cuppers. Community Read will be on hand to share information on their upcoming events.

It was asked that a Results Policy Monitoring Report for July 2011 – June 2012 be compiled soon. Hall will work on it for the February meeting.

The Board is considering sending out an end of the fiscal year report. They discussed the implications of cost and also how to get the information out to the most area residents.

12. Library Closures

The Library will close at 2:00 on Christmas Eve, New Years Eve and also be closed on the actual holidays.

13. Adjournment

Stovall moved that the meeting be adjourned at 4:38. Vollmer seconded and the motion passed unanimously.

Respectfully submitted,
DeRese Hall