

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**
January 14, 2014

Board Members Present: Guy Chittenden, Janet Pacheco Fisher, Stephen Hillis, and Bill Vollmer
Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 4:04 p.m. by Vice-Chair, Bill Vollmer. There was no public comment.

2. Agenda

Stephen Hillis moved to approve the agenda with flexibility. Janet Pacheco-Fisher seconded and the motion passed unanimously.

3. Accept Minute Summary

Pacheco Fisher moved to accept the summary of the minutes of the regular board meeting that was held on December 10. Guy Chittenden seconded and the motion passed unanimously.

4. Financials

It was moved and seconded (Hillis/Pacheco Fisher) to accept the financials as presented. The motion passed unanimously.

5. Unfinished Business

Policy manual update: Purchasing Policy

It was discussed whether or not to adjust the purchasing policy to reflect more closely, information that was found in the ORSs - specifically information regarding Intermediate Procurements which included purchases from \$5,000 to \$150,000.

It was moved and seconded (Hillis/Pacheco Fisher) to amend the Purchasing Policy/Competitive Sealed Bid Procedure/Review and Evaluation by removing the 2nd paragraph that begins with “The contract, if awarded...” and replace it with ORS 279B.070 Intermediate Procurements – paragraph 4. The motion passed unanimously.

This section of the purchasing policy will be on the agenda for next month’s meeting. Any other changes will be noted and placed in the revised policy manual.

Technology grant update

The sealed bids have been received and will be opened later in the meeting. At this point it was proposed that after opening the bids, there should be discussions with the Deschutes Public Library Director and their IT person in order to make sure that all proposals are sound. It would also be a way to receive another professional opinion in order for the board to make the best possible decision on selecting the winning bid.

It was moved and seconded (Hillis/Pacheco Fisher) to authorize the director up to \$500 if necessary, to pay for a DPLS expert to review bids. The motion passed unanimously.

Policy manual update: General Operational Policy

The board was pleased with the proposed changes and also expressed their opinion that the new wording makes the manual much more useful for the district at this point in time. Additional changes were noted and will be added to the final draft.

6. New Business

Results Policy

The results policy “Enhancing and enriching the lives of our patrons through literary and cultural programs and resources” was monitored. Although program participation has increased, other numbers have not. Discussed were possible reasons for the downturn and ways to turn the trend around. No one issue was found to be the problem. This result will take ongoing attention.

The district was deemed to be in compliance with:

Executive Limitations: Financial Planning and Budgeting, Financial Conditions and Activities, and Asset Protection

Board Governance: Governance Quality and Costs

7. Library Director’s Report/Youth Services Report

The Coffee Cuppers event was discussed. It was suggested that the annex be shown to the attendees so that more people were aware of what we have to offer the community in ways of meeting areas.

Vollmer will be attending SDAO at which there will be a presentation on insurance issues. The board decided to wait and see if there were issues from this presentation that would warrant a visit from Chet Weichman, Program Administrator of the library’s medical insurance.

9. Other

At this point the board meeting was adjourned and the board began its service as the Contract Review Board and the technology bids were opened.

The 3 bidders were CMIT, Madras Computers, and Microsphere. The bid amounts were as follows:

	CMIT:	Madras Computers:	Microsphere:
Hardware	\$20,796	\$20,825	\$16,908
Software	1,657	1,888	1,338
Labor/Training	7,500	3,600	4,910
TOTAL	\$29,953	\$26,313	\$23,156

The regular session of the board meeting reconvened at 6:20 pm.

At this time all of the bids are still being considered. As discussed earlier, there will be a 3rd party technical review before the board awards the bid. The Deschutes Public Library will be contacted and the review will happen as soon as possible. The results of this review will be sent to the board and at that time there will be a decision on how to proceed.

10. Adjournment

It was moved and seconded (Pacheco Fisher/Chittenden) to adjourn the meeting at 6:25 pm. The motion passed unanimously.

Respectfully submitted,
DeRese Hall