

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**
February 11, 2014

Board Members Present: Janet Pacheco Fisher, Susan Stovall, and Bill Vollmer

Library Director: DeRese Hall

Guest: Mike McGown

1. Call to Order

The meeting was called to order at 4:01 p.m. by Board Chair, Susan Stovall. There was no public comment.

2. Agenda

Janet Pacheco-Fisher moved to approve the agenda with flexibility. Bill Vollmer 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 January 14. Bill Vollmer seconded and the motion passed unanimously.

4. Financials

Financial information was shared on the status of the rentals from July through December 2013.

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

At this point in the meeting, Mike McGown from PayneWest Insurance arrived to share information on the district's insurance coverage. He was able to explain many things that were of concern to the board in regards to the new medical insurance coverage. His company is working on a different type of coverage that they have used for small businesses and in the process they have saved those businesses approximately 30% per year. He has not yet applied this insurance model to public entities but offered to take a look at what he could do for our district when we get closer to renewal time, which is in June. Otherwise if we choose to wait, he would like us to take a close look at it for the next year.

On to other insurance business - McGown emphasized that before joining any board, a person needs to make sure that the entity they are considering to become part of has employment practices coverage and board coverage. This includes Wrongful Acts/Public Officials and Employment Practices insurance. These two parts of the policy help in the event someone decides to file suit against individual board members or staff. Also an extra help when doing library business in any staff or board member's personal vehicle is the Non Owned Auto Liability. Our district has all of these coverages and more. The district also has a longevity credit with SDAO and has participated in their "Best Practices" program which provides discounts throughout the year.

5. Unfinished Business

Policy manual update: Personnel Policy

Changes were made to the policy and will be added to the final draft.

Technology grant update

CMIT has ordered all of the technology products and are proceeding with unpacking and assembling what they can at their place of business. They will meet amongst themselves to come up with a plan for installation and then they will propose a date to come to our library to begin the project.

6. New Business

Appoint Budget Officer and Committee

Hall, as director, will be the Budget Officer for this year and the committee from last year will be asked to serve again.

Executive Limitations: Compensation and Benefits

It has been noted for the minutes that item #6 “Fail to maintain a reasonable, job description based, salary schedule” has been presented to the board as their homework for the next meeting. New job descriptions (as a part of the review of the Personnel Policy) have been distributed as well as a salary schedule to go along with each one. These items will be discussed at the next board meeting for admission into the policy manual. This information will also be taken into consideration for budgeting purposes.

The board was deemed to be in compliance with:

Board Governance: Board Operations and

Linkage: Delegation to Library Director

Results Policy

“All residents freely access library services and are able to find materials specific to their needs” was monitored.

Appoint Library Director Evaluation Committee

Stovall will be on the committee again this year and offered to give some training to Pacheco Fisher if she were willing to join her – Pacheco Fisher agreed. Packets will go out soon to all board members to be completed by the March meeting.

7. Library Director’s Report/Youth Services Report

There were no changes or additions.

8. Library Holiday Closures

The library will be closed Monday, February 17 for President’s Day.

9. Other

Pacheco Fisher’s name will be double checked on the website to make sure it is correct in all places. A reminder will go out to the board to be ready to have a board photo taken at the next meeting.

10. Adjournment

It was moved and seconded (Vollmer/Pacheco Fisher) to adjourn the meeting at 6:13 pm. The motion passed unanimously.

Respectfully submitted,
DeRese Hall