

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

Board Members Present: Guy Chittenden, Stephen Hillis, Susan Stovall, and Bill Vollmer  
Library Director: DeRese Hall

**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**

**Stephen Hillis moved to approve the agenda with flexibility. Bill Vollmer seconded and the motion passed unanimously.**

**3. Accept Minute Summary**

**Vollmer moved to accept the summary of the minutes of the regular board meeting that was held on February 11. Guy Chittenden seconded and the motion passed unanimously.**

**4. Financials**

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

**5. Unfinished Business**

**Policy manual update: job descriptions and salary schedules**

Revised versions of the job descriptions and salary schedules for staff will be included in the new policy manual. Stovall will send the job description that she has on file for the library director to the board and director. After comments and revisions, this will also be added to the manual. There was discussion on the possibility of benefitted employees selling back a portion of vacation time to the district. It was decided that at this time, that would not be an addition made to the policy manual.

**Technology grant update**

The library will be closed on Thursday, March 13 to begin the upgrade.

**6. New Business**

**Budget Calendar**

The budget calendar was accepted. It was decided to move the time for the April and May board meetings to 3:30 pm in order to begin the budget committee meeting at 5:30. It was also decided that the budget hearing would be held at 3:30 pm on June 10 before the regularly scheduled board meeting at 4:00.

**Budget Committee Information**

Due to information that was presented at a State of Oregon Budget Law Workshop, the budget will be presented for the first time to the entire budget committee on April 8. Also, this year the board will send its own budget message to the remainder of the budget committee. In it, among other items, will be an explanation of how the board chooses its yearly priorities. Stovall will compose this message with help from Hillis. When the financials are received the first part of April, Vollmer will make some budget projections for the remainder of the year. This information will also be shared at the budget committee meeting.

**Director Evaluations**

Information will be gathered and collated. Board members were asked to send their evaluation materials to either Susan or Janet. There will be an Executive Session on the agenda for the next meeting.

**Winter Survey Results**

There were 152 responses to the Library's four question survey. Using information from these particular respondents, we learned that most: visited the library once a week, preferred to check out books (as opposed to music, movies, etc.), enjoyed browsing the shelves, and also preferred to use the self-check out machines.

**7. Upcoming Dates**

Coffee cuppers will be held on Friday, March 14. Vollmer will attend for the board – it is possible that Hillis will also attend.

**8. Other**

An extensive cleaning of the three heating systems and duct work of the library will be performed by Central Oregon Heating and Cooling. While doing routine maintenance, mold was found and this will take care of that issue and also improve the system overall.

Improvements may need be made to the janitor's closet. The server for the new system was placed there for security reasons and there are possible water issues that may come up in the future.

**9. Library Director / Youth Services Report**

No changes were made.

**10. Adjournment**

**It was moved and seconded (Vollmer/Hillis) to adjourn the meeting at 5:47 pm. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall