

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**

June 10, 2014

Board Members present: Guy Chittenden, Susan Stovall, and Bill Vollmer  
Library Director: DeRese Hall

**1. Call to Order**

The meeting was called to order at 4:10 p.m. by Board Chair, Susan Stovall. There was no public comment.

**2. Agenda**

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

**3. Accept Minute Summary**

**It was moved and seconded (Chittenden/Vollmer) to accept the summary of the minutes of the regular board meeting that was held on May 13, 2014. The motion passed unanimously.**

**4. Financials**

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

**6. Unfinished Business**

The Director's contract was reviewed. The agreed upon document will be printed and available in the Director's office for signatures from the Chair, Vice Chair, and Director. That document will also be included in this summary. **It was moved and seconded (Vollmer/Chittenden) to extend Hall's contract to cover July 1, 2014 through June 30, 2016 with items as per negotiations. The motion passed unanimously.**

The completed 2014 policy manual was presented to the board. Individual policies will be added to the board calendar so that they will be reviewed yearly on a rotating basis. The necessity of bringing the policy manual to every board meeting was expressed to the board by the Chair. It is her desire that all changes be noted in the manual by the board in a timely manner and that everyone be working from the same document at all times.

**It was moved and seconded (Vollmer/Chittenden) to approve and accept the Library District's policy manual as updated. The motion passed unanimously.**

**7. New Business**

Budget resolution 14-01 was read for the minutes.

**It was moved and seconded (Vollmer/Chittenden) to adopt the budget, make the appropriations, impose the tax, and categorize the tax as per Resolution No. 14-01 (see attached). Motion passed unanimously.**

Transferring excess funds from the General Fund to the Building and Improvement Fund

**It was moved and seconded (Vollmer/Chittenden) to authorize Director Hall to meet with the accountant prior to the end of the fiscal year and transfer such surplus funds as may be available. Motion passed unanimously.**

Election of Board officers

Vollmer nominated Stovall to the position of Board Chair for the upcoming term and Janet Pacheco as Vice Chair. Chittenden and Stovall were in favor and it was so agreed.

Rental conditions and issues were discussed.

Maintenance issues will come up periodically for all of the rentals. It was a consensus that the best course for these dwellings would be to do upkeep for safety and ethical reasons. Any complaints dealing with the rentals will be requested to go through the property management company.

A new Results form was presented to the Board. This form will be used to see how the library is progressing towards its goals. The Board will begin using this form in July.

#### Grant possibilities

Discussion was centered on grants that may be available for smaller projects. The time needed to search and apply for these grants was considered the downside. Work in this area is ongoing.

### **8. Board Governance**

#### **Global Governance Commitment**

The Board was deemed to be in compliance.

### **9. Executive Limitations**

#### **Collection Development**

The Board was deemed to be in compliance.

#### **Financial Condition and Activities**

This item was revisited. After clarification it was determined that the board was in compliance.

### **10. Results Policy:**

Monitor: Library circulation, program participation, and patron volume continue to increase.

Conventional use of libraries seems to be on a downturn – not just in our library but in many libraries. This result will continue to be monitored.

### **11. Director/Youth Services Reports**

No changes were made to the reports.

### **12. Other**

If possible, it was suggested that movie information supplied to the Round Up be expanded upon. There is nothing listed as to the subject matter of the films and that could be keeping some patrons from attending.

It has been requested that the library add a Rental policy to the policy manual. This subject will be discussed in more length at the next Board meeting and the Board will look through the manual to find the proper spot for such a policy.

### **13. Adjournment**

**It was moved and seconded (Chittenden/Vollmer) to adjourn the meeting at 5:10 p.m. The motion passed unanimously.**

Respectfully submitted, DeRese Hall