



JEFFERSON COUNTY

LIBRARY

DISTRICT

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JEFFERSON COUNTY LIBRARY DISTRICT BOARD MEETING MINUTES

July 8, 2013

Board members present: Stephen Hillis, Janet Pacheco, Susan Stovall, and Bill Vollmer

Library Director: DeRese Hall

Guest: Kathleen Marston

1. Call to Order

The meeting was called to order at 2:00 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.

At this point in the meeting, Stephen Hillis, Janet Pacheco, and Susan Stovall were sworn in by Jefferson County Clerk Kathleen Marston. Their terms will be complete in June 2017.

3. Minutes

Vollmer moved to approve the June board meeting minutes. Hillis seconded and the motion passed unanimously.

It was moved and seconded (Hillis/Vollmer) to approve the minutes of the June budget hearing. The motion passed unanimously.

4. Financials

Hillis moved and Janet Pacheco seconded the approval of the year end financials. Motion passed unanimously.

5. Unfinished Business:

Technology update

Grant writer Lyn Craig is applying for a Ford Institute grant for technology assistance. There will be some matching funds needed from the library for this grant. Craig said that the turn-around time for this grant is short so we should know something soon.

6. New Business:

End of Year Financial Review

Budget figures for the end of the year were discussed – they looked very good. After the accountant has completed his final tallies and the audit is complete, if there is more money that is able to be transferred from the General Fund to the Building and Improvement Fund, it will be done at that time. It was asked whether or not budget item 7001 could contain the phrase “calendar year funding” in order to minimize confusion as to why that item is not in line with the rest of the budget. This issue will be addressed with the accountant.

It was moved and seconded (Hillis/Vollmer) to approve the signing of the Jefferson County Treasury Investment Service Agreement and Fund Transfer Authorization. The motion passed unanimously.

Board Yearly Calendar of Events

Vollmer moved to accept the Board Yearly Calendar of Events as amended. Hillis seconded and the motion passed unanimously.

Conflict of Interest Forms

Forms were filled out by the board members for the new fiscal year.

Meeting Dates and Times

It was agreed that the current time for the regular board meetings was acceptable.

Board Vacancy

With Anita Goodwin's resignation, there will be a vacancy on the library board effective July 15. Advertisements will go out in the Madras Pioneer asking for parties interested in serving on the board to submit letters of intent by July 31. The board will be apprised of applicants and, if necessary, a special meeting may be held in order to select the new member.

7. Executive Limitations

The Board was found to be in compliance with Financial Planning & Budgeting and Financial Condition & Activities.

8. Board Governance

The Board was found to be in compliance with Governing Style.

In order to improve even more, it was decided to add a subject of "meeting review" to the agenda. This will satisfy item #4 under Governing Style which reads:

"At each meeting the Board will monitor and discuss the Board's process and performance at each meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Library Director Linkage categories."

9. Results Policy Monitored

The policy that was monitored this month was "Enhancing and enriching the lives of our patrons through literary and cultural programs and resources." Everyone is aware that programs continue to be offered. The issue however is the low attendance.

10. Library Director's Report

There were no changes to the Director's Report.

11. Upcoming Dates

Pacheco and Hall will be attending the SDAO training in Bend on Wednesday, July 10.

12. Other

It was moved and seconded (Hillis/Pacheco) to cancel the August meeting unless it is necessary for new board member recruitment. The motion passed unanimously.

The Board will meet again at the regular time and date in September.

Hall will submit a work plan of five goals for the coming year. The selected items will be used as a tool for the Director Evaluation.

Jefferson County Treasurer, Deena Goss, was invited to attend the meeting to report on funding options for the district. She was unable to attend at this time but will be invited to the September meeting.

Adjournment

It was moved and seconded (Pacheco/Vollmer) to adjourn the meeting at 3:21. Motion passed unanimously.

Respectfully submitted,
DeRese Hall