



JEFFERSON COUNTY

LIBRARY

DISTRICT

241 SE 7th Street
Madras, OR 97741

Phone: 541-475-3351

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY
September 10, 2013**

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

1. Call to Order

The meeting was called to order at 4:00 p.m. by Board Chair Susan Stovall. There was no public comment.

2. Agenda

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

3. Approval of Minutes

Janet Pacheco moved to approve the minutes of the special board meeting that was held on August 26. Hillis seconded and the motion passed unanimously.

Pacheco moved to approve the minutes of the regular board meeting that was held on July 8. Bill Vollmer seconded and the motion passed unanimously.

4. Financial Review

It was requested that accountant Mick Knobel be invited to attend the next meeting to explain the monthly financials. **It was moved and seconded (Vollmer/Hillis) to accept the financials as presented. The motion passed unanimously.**

At this point in the meeting Guy Chittenden was sworn in as a member of the Jefferson County Library District Board by Jefferson County Clerk, Kathleen Marston. His term will be complete in June 2015.

5. Unfinished Business

Jefferson County Treasurer

Jefferson County Treasurer Deena Goss made a presentation on how our finances work in relationship to the treasurer's office.

It was moved and seconded (Vollmer/Hillis) to maintain the library's existing financial arrangement with the county. The motion passed unanimously.

Home Federal will be advised of the decision.

Historical Society Property

The Jefferson County Historical Society was approached with an offer to acquire and move the older house on the corner of 7th and "E" Street when the time comes for the library district to clear the property. They are not interested. An explanation of library properties to the new board members followed.

Technology Update

The grant application to the Ford Family Foundation for the Strategic Technology Plan was accepted. The grant amount to be received is \$1400.

6. New Business

New Format for Meeting Minutes

At the SDAO training in July, minute taking was discussed. Every meeting that is recorded has a permanent record of said meeting – recordings cannot be destroyed so no written minutes need to be taken. For ease of fact-finding after meetings however, Hall has proposed that a "summary" be prepared. If information is needed from the recording of the meeting, the summary would make it much easier to find. This month will be a trial run.

New Location for Meetings

At the same SDAO training, information was also shared that meetings must be held in handicapped accessible locations. Our regular board meetings will now be held upstairs in the annex.

Board Calendar of Events

It was moved and seconded (Vollmer/Guy Chittenden) to approve the Board Calendar of Events. The motion passed unanimously.

Screen on the Green

Information shared by Hillis deemed this film committee event a big success.

Global Board-Library Director/Accountability of Library Director/Global Executive Constraint/Board Job Description

The district was deemed to be in compliance with these policies.

Results Policy

The monitoring of item #1 in the Results Policy was completed.

7. Library Director's Report/Youth Services Report

It was suggested that the library check on working with the Jefferson County Education Council next summer in order to get information submitted in the Madras Pioneer. The \$1 cost per check out for digital items was also discussed.

It was moved and seconded (Vollmer/Hillis) to adopt a policy that all written reports submitted for board consideration become part of the official minutes. The motion passed unanimously.

8. Other

It was moved and seconded (Vollmer/Hillis) to move the official date and time of the regular board meetings to the second Tuesday of each month at 4:00. The motion passed unanimously.

There was general approval of the document "Director Goals July 2013-June 2014".

Volunteering opportunities are available for board members at the library – check with the library director for recommendations.

Ruth Ann Hopps, chair of the Community Read Committee, is stepping down. The committee is restructuring.

The board would like a work session with Margo Helphand sometime between November and January.

Handouts supplied by Stovall were printed and placed in board members folders in the director's office.

9. Adjournment

It was moved and seconded (Hillis/Chittenden) to adjourn the meeting at 5:55 pm. The motion passed unanimously.

Respectfully submitted,
DeRese Hall