

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**
November 12, 2013

Board Members Present: Guy Chittenden, Stephen Hillis, Janet Pacheco Fisher, 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. Bill Vollmer seconded and the motion passed unanimously.

3. Approval of Minutes

Hillis moved to accept the summary of the minutes of the regular board meeting that was held on October 8. Janet Pacheco Fisher seconded and the motion passed unanimously.

At this point in the meeting, the auditors made their report. There were no major issues of concern. The entire booklet of their findings can be found in the director's office. Estimated time to perform the audit from start to finish was 60 hours.

4. Unfinished Business

Technology Grant Update

More information has been requested by The Collins Foundation. This information has been supplied to them and we are still on their agenda for mid-December.

Consultant Margo Helphand

As the library has recently received a grant from the Ford Family Foundation, we are not eligible for another grant at this time. Our grant writer's unaware of grant availability specifically for training for an individual board. Helphand will be contacted and asked for suggestions.

Policy Manual Update

The Board Governance Policy Manual was discussed page by page and changes were noted for the new edition of the policy manual. The Board Bylaws section will be discussed at the next meeting and the Purchasing Policy was handed out as homework for the December meeting.

Mick Knobel, library accountant, joined the meeting at this point for his Financial Reports 101 segment. He was invited to share information, with the new board members especially, about what to expect in regards to financial situations that may come up while being on the library board. He also discussed the film committee in relationship to the library. Hillis (being a member of the Film Committee) will contact him at a later date to discuss this issue further. It was also discussed to keep an extra \$10,000 at the end of each fiscal year, in the General Fund so that on year three there would be \$30,000 in which to update the entire computer system. This will be a possible way to proceed if we are awarded the technology grant from The Collins Foundation in December.

Copyright Infringement

The library had been notified by Quantum Communications (the company that provides the data line) that they had received notice that one of our IP addresses was downloading illegal content. The notices were emailed to SDAO for their opinion and their response was that it looked like a scam. Their suggestion was to save the email but otherwise do nothing.

5. Financial Review

The accountant also went over what the new board members should be looking for as they examine the financials each month.

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

6. New Business

Transfer of Excess Funds

It was moved by Hillis and seconded by Chittenden to transfer \$11,395 from the General Fund to the Building and Improvement Fund. The motion passed unanimously. This was the amount of funds in the budget that was declared in excess by the auditors.

The district was deemed to be in compliance with:

Executive Limitations: Emergency Library Director Succession

Board Governance: Board Member Code of Conduct

and

Linkage Policy: Unity of Control

SDAO Workshop Review

Pacheco Fisher and Vollmer attended the workshop in Bend that covered building/property maintenance and upcoming health insurance issues. Our properties are being taken care of as best they can be, given some of the ages of the structures. As for insurance issues, a representative will be invited to attend a board meeting before budget meetings begin.

Results Policy

The monitoring of “The collection is current, reliable, and relevant” was accomplished and it was noted that another large de-selecting project has begun in order to make more room on the shelves for future additions.

7. Results Policy Monitoring Report

This report acceptance was moved to December’s meeting.

8. Library Director’s Report/Youth Services Report

No changes were noted.

9. Other

Board self-evaluation forms and board member goal sheets were handed out – they will also be emailed. Stovall would like the evaluation forms to be completed and returned to her so that she could have them collated by the January meeting. As for the goal sheet, those items will be shared at the next meeting.

Congratulations to the Library Band for getting even more members of the community involved.

There is excitement over the addition of the Desert Explorers Passes from the High Desert Museum.

The library will be closed for Thanksgiving.

The next board meeting will be on Tuesday, December 10, 2013 at 4:00 pm.

10. Adjournment

It was moved and seconded (Vollmer/Pacheco Fisher) to adjourn the meeting at 7:30 pm. The motion passed unanimously.

Respectfully submitted,
DeRese Hall