

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

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

**1. Call to Order**

The meeting was called to order at 4:02 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**

**Janet Pacheco Fisher moved to accept the summary of the minutes of the regular board meeting that was held on November 12. Chittenden seconded and the motion passed unanimously.**

**4. Financials**

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

**5. Unfinished Business**

**Policy manual update**

While updating the Board Bylaws and Purchasing policies, it was suggested that a fire-resistant box be purchased to store the paper copies of the executive session minutes on-site and also to store the recordings of the regular and special board meeting minutes. When the new policy manual is complete, a list of board members and library personnel will be included.

**Technology grant update**

No news yet from The Collins Foundation.

**Consultant grant update**

Another avenue for a consultant grant had been explored and denied. At this point, board chair Susan Stovall shared that she would like to see enough money added to the budget next year to have Margo Helphand come to JCLD to consult with the entire board and forego sending just one or two board members to the larger conferences. Her opinion is that all board members would get specific library benefit from Helphand's visit whereas just one or two attendees might benefit from attending a conference.

**Results Policy Monitoring Report**

**It was moved and seconded (Pacheco Fisher/Chittenden) to accept the Results Policy Monitoring Report as presented. The motion passed unanimously.**

**Additional Weeding Information**

Pacheco Fisher had asked for additional information on the ongoing weeding project. It was shared that 1) in three different collections the percentage of withdrawn items in each were from 17% to 21% of the total items in that collection 2) some items were retained in a collection due to subject information even though they circulated poorly – for example presidents, states, and religion 3) new versions of the same type books were purchased and 4) some of the titles weren't even on the shelves to be checked out.

## **6. New Business**

### **Library Board Members Goal**

This checklist was used by the board to see how, individually, they were doing as board members. Overall, it was discussed that the goal was to be a well-rounded board - if one person's weakness was another person's strength, that would be acceptable. It is hoped that many more goals will be met as the new members become more familiar with their roles.

### **Library Board Self-Evaluation**

This checklist was used to evaluate the board as a whole. All categories except one were either improved upon or already a 5 (the highest mark available). The one category that was down (from a 4 to a 3.8) was how familiar the board is with state and federal laws governing libraries. Overall, as a whole, the library board did very well. Ideas to work on for the next year were technology and long range planning.

### **Results Policy**

The results policy "Library circulation, program participation and patron volume continue to increase" was monitored. Although program participation has increased, the other numbers have not. Discussed were possible reasons for the downturn and ways to turn the trend around. No one issue was found to be the problem. This result will take ongoing attention.

The district was deemed to be in compliance with:

**Executive Limitations: Communication and support to the board.**

**Board Governance: Board Committee Principles**

## **7. Library Director's Report/Youth Services Report**

No changes were noted.

## **9. Other**

Holiday closures will be Christmas and New Years Day.

Kudos to the library band for their participation in the Christmas Parade.

Emails are being sent out on a consistent basis with information on library events.

The date for the next board meeting may be changed. A decision will be made as time gets closer.

Vollmer is willing to be responsible for having Platt Electric do a light survey.

**It was moved and seconded (Vollmer/Pacheco Fisher) to invite Platt Electric to do an electrical assessment at the annex. The motion passed unanimously.**

## **10. Adjournment**

**It was moved and seconded (Chittenden/Pacheco Fisher) to adjourn the meeting at 6:26 pm. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall