

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**

January 13, 2015

Board members present: Stephen Hillis, Guy Chittenden, and Bill Vollmer
Library Director: DeRese Hall / Secretary: Pat Dinsmoor

1. Call to Order

Due to the absence of both the Chair and Vice-Chair, the meeting was called to order at 3:58 p.m. by board member Stephen Hillis. 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 by Vollmer and seconded by Chittenden to accept the summary of the minutes for the regular board meeting of December 9, 2014. The motion passed unanimously.

4. Financial Review

A question was raised about the amount of the payment that was sent to the auditor. It was noted that \$200 of the reported amount represented a filing fee and was not part of the payment for services rendered. Hillis asked how profit between income and expenses for rental properties is shown on the financial report. As soon as information is received and compiled from Willow Canyon Properties, the director will present a July through December report that will have additional details of the breakdown. The "Food for Fines" program was discussed and it was suggested that, if possible, a note be placed in a patron's account as a way of tracking who is using this opportunity. Is it the same people every time? **The financial review was accepted as presented.**

There was no executive session.

5. Unfinished Business

Board Calendar of Events and additional comments on Results #1

After a brief discussion, the decision was made to postpone additional discussion about Results #1 until the March meeting so that all four of the Results can be discussed at one time. This will also enable them to be used for budget discussions and preparation.

It was moved by Vollmer and seconded by Chittenden to accept the annual calendar of events as updated. The motion passed unanimously.

Repairs on 8th St. Rental

The District is still waiting for a bid from the electrician before making a decision about going ahead with plumbing and other repairs needed on the property. There's a concern about being able to charge enough rent to be able to cover all the expenses (cost of repairs as well as taxes and insurance) and it was decided that property management would be asked again to seek bids from the electrician.

6. New Business

Visit from the Juniper Branch of Family Finders (JBFF)

Representatives from Family Finders presented their goal for the future donation of materials and resources to the library. The board asked that a letter of intent be prepared that would take into account the value of JBFF's property and investment account, and that this letter be submitted within the next couple of years for consideration as plans develop for a new library.

Results Policy Monitoring Report

Results #2 reads, “Residents have free access to library services and are able to find materials specific to their needs: a. Residents have access to current technology and b. Residents have access to a current, reliable, and relevant collection.” Discussion included the fact that the library is having to get rid of much newer material than in the past due to available space in the library. It was noted that the library is obligated to keep the acquisition budget at a certain level per the contract with Deschutes. A question was asked about the possibility of storing materials off site, i.e., in one of the rental properties, as long as it is easily accessible. This issue and how it might affect the budget will be discussed at the Annual Vision Review and Work Session during the March board meeting.

Election Information

Chittenden and Vollmer will go to the county clerk’s office between February 7 and March 19 to file an election declaration or get a petition for election. The director will send a reminder to those board members prior to the February 10 board meeting.

Governance: Governance Quality and Costs

After discussion, it was proposed that the wording of #4 should be changed to read as follows: “Adequate resources will be allocated to support **this policy this goal**.” All were in agreement that the board is in compliance as amended, and this policy will be revisited during budget discussions.

Executive Limitations

Asset Protection:

A proposal was made to change the wording of #2 as follows: “Allow ~~unbonded~~ personnel **unrestricted** access to material amounts of funds.” All were in agreement that the board is in compliance as amended.

Financial Condition and Activities:

All were in agreement that the board is in compliance.

Financial Planning and Budgeting:

A proposal was made to change the wording of #3 as follows: “Reduces the current assets in the general operating fund at any time to less than the amount required to meet liabilities for the next **ninety** ~~thirty~~ days.” All were in agreement that the board is in compliance as amended.

7. Director/Youth Services Report

Many commented that the work that’s been done on the outside lighting has been great. The next phase is to fix the inside Annex lighting.

The youth services report continues to show good program interest and attendance. There were no changes to the reports.

8. Library Closures

The library will be closed Monday, January 19, for the Martin Luther King holiday.

9. Upcoming Dates

Chittenden will attend the Nonprofit Organization Board Training on January 24, and Vollmer will attend the SDAO Conference February 6-8. They will have updates available at the next board meeting. At this time Chittenden mentioned that he might pursue an opportunity for the school district that would make him unavailable for board meetings on Tuesdays, and asked if it was possible to meet on Wednesdays instead. The director will contact Susan Stovall and Janet Pacheco Fisher to check their availability.

10. Adjournment

It was moved and seconded (Vollmer/Chittenden) to adjourn the meeting at 5:37 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor