

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**

February 10, 2015

Board members present: Susan Stovall, Stephen Hillis, and Bill Vollmer
Library Director: DeRese Hall / Secretary: Pat Dinsmoor
Guests: Nancy Diaz, Mayor, and Donna McCormack, City Recorder, Culver; Brian Huff, Jefferson County Fire District Chief

1. Call to Order

The meeting was called to order at 4:01 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. Accept Minute Summary

It was moved by Vollmer and seconded by Hillis to accept the summary of the minutes for the regular board meeting of January 13, 2015. The motion passed unanimously.

4. Financial Review

In response to a question raised about the fees and dues category, the director explained that there were more fees and dues this time than in the past. One was a fee that was mistakenly paid twice – once it is recorded (a check written) for a particular line item, we have been advised that we can't take it out. The other instance may be the \$200 auditor fee – we're waiting for a response from the auditor about this item. **It was moved and seconded (Hillis/Vollmer) to accept the financial review as presented. Motion carried.**

There was no executive session.

5. Unfinished Business

Amended Governance Documents for Binders

Replacement pages 10, 12, and 19 were distributed to insert into the board's binders under Governance. The director gave a brief overview of the terms "amended" versus "revised" for the board's information, explaining that a "revised" document has more changes than an "amended" document. An amendment is an "add-on" (requiring only one review) and a revision is changing things (requiring two reviews). This would affect the wording of a motion made to accept revised or amended documents.

Election Reminder

The director gave Vollmer a packet that he could fill out and file with the county clerk for the May election, and will place Guy Chittenden's packet in his file since he was unable to attend this month's board meeting.

Rental Repairs

Willow Canyon Properties apologized that they weren't able to provide the rental summary as requested. They hope to have the summary available before the March meeting. There was also no news on the status of a bid from an electrician so it was suggested by WCP that if the library was able to find an electrician that would make a bid, we should proceed. Hillis expressed his concern that it was taking far too long to get the rentals up to speed and suggested that the library pursue getting a bid from its own electrician. It was also the consensus of the board that the property on the corner must be ready to rent by March 1. WCP will be notified.

6. New Business

Training and Conference

Vollmer gave a report on the SDAO conference and said that just by going to the conference it saved 2% on insurance coverage for next year. He stated that SDAO is reinstating the Best Practices program and will be putting people out in the field to do individual onsite board assessments before November 13. He also mentioned that the insurance portion of SDAO has been separated out and is now called SDIS. There are several online training options available that could enable JCLD to again receive a substantial discount on insurance contributions. Another subject that Vollmer related from the conference was computer/internet security. Hillis suggested contacting Deschutes to see what our system has in place in order to protect it from being hacked.

Survey Results

It was reported that 17 surveys were submitted in person and 19 were submitted via the website. In summary, it was learned that those patrons heard about programs as much by signs at the library as they did by Facebook, e-mail, and the website. Two-thirds said they would come to programs if there was enough interest to them personally AND it was held at a convenient time, and one-third wouldn't come regardless of the time or desirability of the subject. Most said that they visited the actual library about the same as in the past regardless of the availability of e-books, etc. The most agreement among responders was for more "quiet" space. It was suggested that the library do a spring survey for more patron input.

Results Policy Monitoring and Report

Results #3 reads, "Residents have access to safe and welcoming facilities." Hillis stated that the summary was very comprehensive. Stovall asked about the feasibility of adding comfortable furniture in other areas, and also if there was a way to do that without jeopardizing space at tables for patrons to use their laptops. If the collection were weeded more fervently, more space could be made available but at what cost. Could there be a consideration for a smaller library expansion? The Board was asked to start thinking about this issue so the possibility could be discussed at the Annual Vision and Review Work Session that will be held at the next board meeting.

Stovall asked if it was time to start thinking about the library being open on Fridays again. The reason it was closed on Fridays was due to low usage on that day, and it also reduced the budget by about \$4,100 for library aides. As we get closer to budget time, an actual cost estimate would be in order to maintain services on Fridays. A report will be prepared on what would be required for staffing, utilities, etc., and presented at the March board meeting.

The Energy Trust of Oregon once again has incentives for replacing lighting. At this time there hasn't been a consideration to replace all the lighting in the library because the electrician is moving bulbs around and only replacing fixtures as they become totally unusable. Vollmer also suggested the possibility of checking with Energy Trust for lighting in the Annex. Hillis stated that the replacement process had already begun in the annex and after discussion it was the consensus of the board to allow the electrician to finish what had already been started in the Annex but to move forward with the lighting needs in the library.

Appoint Budget Officer and Committee

Budget Committee suggestions are the same as last year: Chuck Alexander, Teri Drew, Ruth Ann Hopps, Tom Machala, and Mike McHaney. **It was moved by Vollmer and seconded by Hillis that we appoint the committee members as suggested to be the budget committee. Motion carried.**

Appoint Library Director Evaluation Committee

Stovall nominated Janet Pacheco Fisher to lead the evaluation process and said that she would work closely with her.

Visit from representatives of Jefferson County Fire District and the City of Culver

Donna McCormack explained that she and Culver Mayor Nancy Diaz were visiting each of the affected districts and gave a comprehensive summary of the proposed annexation into the Jefferson County Fire District. McCormack stressed the importance that everyone, including voters, be on board with their proposal. Stovall thanked them for the presentation and for being open with the library district since it's budget would be impacted. Huff invited the board to share any comments they might have in regards to the presentation with the fire district board.

Governance

Board Operations (pages 5-7):

On page 5, 1.f and 1.g, it was suggested that a parenthetical note be added to refer back to the added page (currently 17.5) under Board Bylaws regarding public comment at board meetings. In addition, on page 7, i(2), regarding minutes of executive sessions, the following wording will be added: "They will be sealed in an envelope and stored in a locked cabinet at the library." **It was moved and seconded (Hillis/Vollmer) to approve Board Operations pages 5, 6, and 7 as amended on pages 5 and 7. The motion passed unanimously.**

Executive Limitations

Compensation and Benefits (page 16):

All were in agreement that the board is in compliance.

Linkage

Delegation to Library Director (page 24):

All were in agreement that the board is in compliance.

7. Director/Youth Services Report

Hillis commented that he felt the title of the most recent Oregon Humanities Conversation Project, "Keeping Tabs on America: Surveillance and You," didn't sound particularly inviting and that there was too much discussion with the audience and not enough actual authoritative presentation. The "conversation" could/should come after the presentation.

The board agreed that they appreciated e-mail notifications keeping them updated on issues as they arise.

The current phone contract is up and the library will be getting a new phone system soon. The cost will be less than what the library is currently paying.

8. Library Closures

The library will be closed Monday, February 16, for President's Day.

9. Upcoming Dates

The library may soon be contacted by the State Fire Marshall about providing support and materials (at their cost) that could be incorporated into the summer reading program.

10. Agenda Building/Other

The March meeting will include the Annual Vision Review and Work Session. This session may address budget considerations (in regards to the Results Monitoring) and the possibility of library expansion that can be completed in phases.

11. Adjournment

It was moved and seconded (Vollmer/Hillis) to adjourn the meeting at 5:41 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor