

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**

March 10, 2015

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

1. Call to Order

The meeting was called to order at 4:03 p.m. by board chair Susan Stovall. There was no public comment.

2. Agenda

Bill Vollmer moved to approve the agenda with flexibility. Janet Pacheco Fisher seconded and the motion passed unanimously.

3. Accept Minute Summary

Guy Chittenden wasn't able to attend the February 10 board meeting so asked for clarification on a couple of items. Stovall said that there would be further discussion in the vision planning portion of the meeting. Pacheco Fisher also mentioned the director evaluation paperwork and it was noted that the deadline is quickly approaching. **It was moved by Stephen Hillis and seconded by Pacheco Fisher to accept the summary of the minutes with discussion for the regular board meeting of February 10, 2015. The motion passed unanimously.**

4. Financial Review

A question was raised by the accountant about the high costs for copier expense. Director Hall pointed out that the library has only spent 55% in that line item and 75% of the year has passed. This figure may have been mentioned by the accountant because it was high compared with last year's figure but at this time that line item is well within normal range. It was noted that interest income is higher than anticipated and property taxes are at 100.6%. It was the consensus of the board that Vollmer should prepare a projection based on the balance sheet to show what the expenses would be by year's end based on current spending. This is a helpful tool in budget planning for the next fiscal year. **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 Document for Binders

Replacement pages 5-7 were distributed to insert into the board's binders under the Governance section.

Rental Repairs

8th Street Property

Hall stated that a bid was received from the electrician and he thought it wouldn't be much more than \$1,000 for repairs on 8th Street. He had the inspector look at the property also, and the inspector didn't like the breaker box set up. Fixing the breaker box would cost about \$400, which included fixing the fuse box, moving the clothes rods, and painting. That made the total for the electrical work approximately \$1,400. The bid for replacing the window was \$189 and plumbing could be as much as \$3,000. The bid for flooring and cabinets in the kitchen and bathroom was \$4,241, which could end up being a bit higher if the leak due to the shower is a problem. The grand total for repairs would be about \$9,000. Income received from rent on that unit could be increased after repairs are complete.

7th St. Property

Willow Canyon Properties received a bid of \$12,350 to perform the necessary work. The rent had been \$450/month and it's anticipated that this rent could also be increased after repairs are complete.

The money for the repairs on these rentals, which is about \$21,000, would be taken out of the Building and Improvement Fund. It was the accountant's opinion that the repairs be authorized in order to get the properties rented back out as soon as possible. He feels that the library has the money to take care of these issues and that there wouldn't be a reason not to do this in order to make more money for the district. It was also pointed out that even if there was a consideration to move up the timetable for expanding the library, the buildings would still be there until the very end. Ongoing repair updates will be provided in the Director's Report. **It was moved and seconded (Hillis/Vollmer) to do the necessary repairs on the two properties. Willow Canyon Properties will be notified that the repairs need to be done by mid-May, so that work can be finished before the end of this budget year. Motion carried.**

Training

Chittenden reported on his attendance at the Nonprofit Association of Oregon conference. He said there was a lot of good information, but he felt that some of the information didn't really pertain to him as a member of the JCLD board. For instance, in a media relations session there was more emphasis on how an individual member would respond to the press in a crisis situation. It was pointed out that our policy is to contact the board chair or the library director, at which time an emergency meeting could be called if necessary. A spokesman would be appointed as a contact for the media. A session on financials focused on how to detect fraud and embezzlement. Policy again is that there are certain procedures in place to avoid fraudulent situations and individual board members do not need to be involved. Stovall suggested Chittenden might want to think about attending the OLA conference in April – it would be a better source of information for a fairly new board member. However, Chittenden stated that for him, the possibility of being available mid-week in April, is pretty slim. Hall stated that she would like to increase the budget for OLA next year so that more staff could attend, and that might be a possibility for Chittenden as well.

Election

Both Vollmer and Chittenden have filed their election paperwork with the county clerk.

Acknowledgment to Fire Department

Stovall asked if the board thought a response to the annexation issue between Culver and the Jefferson County Fire Department was required at this time. Consensus was that the issue is still in the formative stages and the visit by representatives of the fire department and Culver was only for information at this time – there was nothing that needed to be done until discussions were further down the road.

6. New Business

Budget Calendar

The budget calendar was accepted. The budget committee will meet at 5:30 p.m., immediately following the April and May board meetings. It was decided that refreshments will be provided by board members.

Results Policy Monitoring and Report

Results #4 reads, "Residents understand the types and scope of services the library provides." In her visit with the board, consultant Margo Helphand pointed out that if something is stated as a result, it needs to be able to be monitored. How would we track the services we provide? How do we get the word out efficiently on the types of programs we have? There was some discussion about having our website also be in Spanish, but it was determined that it wouldn't be cost-effective or feasible. Pacheco Fisher stated that we could consider working with the Latino Community Association. They are open every Friday, are very good at what they do, and their services are free. Hall had talked with Yirah Marrero, the library's Spanish Specialist, and it's possible that she would consider translating some of the webpage if it's decided that that would be a good idea. Prices for library advertising had been checked on from both the Pioneer and the Round Up. An ad in the Pioneer for 52 weeks would cost \$3,380 and for 26 weeks it's \$2,210. The Round Up would be \$48 per week (\$2,496 per year). If it's an ongoing ad, the Round Up would give the library a price break. Another good alternative is to have an electronic billboard with information about upcoming programs. The board felt that it would be very effective, but also costly. It might be more cost-effective, however, than running ads in the papers. It was noted that the KWSO radio station is free for public service announcements.

Annual Vision Review and Work Session

After some preliminary discussion, it was the consensus of the board that the annual vision review and work session be postponed so that more attention could be given to the subject in detail. The director will poll the board to determine availability for a Special Meeting/Work Session to be held prior to the budget meeting.

Director/Youth Services Report

Hall pointed out that Friday, April 10, the library is hosting Coffee Cuppers and encouraged board members to attend and/or provide refreshments if they could. There were no other comments on the report.

7. Upcoming Dates

There is a Special District Insurance meeting in Bend on March 16 that Hall will be attending. It's an extensive insurance review and important to attend, especially before preparing the budget. Hall will also attend the director's meeting in Prineville on March 19.

8. Agenda Building/Other

The person in charge of IT at the Deschutes Public Library was contacted about the security of patron records. He said that the records "live" in Sierra and Sierra is an encrypted database that lives in Oakland, California. Hackers are not interested in Sierra because there is not much there in regards to sensitive information, but disgruntled employees may be very interested because they can sell the database to people who use the information to sell things.

9. Adjournment

It was moved and seconded (Pacheco Fisher/Hillis) to adjourn the meeting at 5:45 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor