

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**

May 12, 2015

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

**1. Call to Order**

The meeting was called to order at 4:02 p.m. by board chair Susan Stovall.

**2. Agenda**

**Stephen Hillis moved to approve the agenda with flexibility. Bill Vollmer seconded and the motion passed unanimously.**

**3. Executive Session**

The board immediately went into executive session as per ORS 192.660(2)(b) to discuss a personnel issue.

The regular session was reconvened at 4:35 p.m. It was noted that a personnel matter was discussed and the conversation was completed. No action was or needs to be taken at this time.

There was no public comment.

**4. Accept Minute Summary**

**It was moved by Hillis and seconded by Guy Chittenden to accept the summary of the regular board meeting minutes of April 14. The motion passed unanimously.**

**5. Financial Review**

Under "Personnel" the specialist's line item is low due to a necessary decrease (because of personal issues) in Spanish Services. Although the line item for library clerk is right on at the moment, there may be reasons to use more staff in this area before the end of the fiscal year. If that should happen, it was noted that the category would be fine because the total would still be under 100%.

Clarification was given for the \$275,000 that would be transferred into the building and improvement fund. It was noted that part of the \$275,000 that is in the general fund has been increasing because there is money that is left over from the end of every fiscal year.

The next step in the library expansion process will be bringing in an expert to suggest a plan for adding on to the library in stages - these stages will need to be fluid. It will be a priority to keep the rental houses in place until the very last minute in order to keep generating income. The question was asked, "Is there enough in the budget to get the entire project planned out in stages?" Hillis stated that there is currently \$1,500 suggested in the budget for the consultant. It was the consensus of the board that that amount be increased to \$2,500. The cost for an architect could come out of the building and improvement fund.

A question arose as to what the board would ask the consultant to do. Stovall will find a copy of the facilities planning document that was completed a number of years ago and will have copies made for the board for the next meeting. It could be used as a starting point and be modified to reflect current planning efforts. A separate work session will be scheduled to discuss expectations for the consultant. After the budget has been approved for the new fiscal year, efforts will be made to identify interested parties to make proposals for consulting on the library expansion.

**It was moved and seconded (Bill Vollmer/Hillis) to accept the financial review as current prior to budget considerations. Motion passed unanimously.**

## **6. Unfinished Business**

### **Budget Meeting**

The budget meeting is scheduled for 5:30 and Mick Knobel will attend to answer any questions that arise. Further discussion regarding opening on Fridays and advertising on the van will be deferred to the budget meeting.

### **Replacement Lenses for Light Fixtures**

Regarding the replacement lenses in the library for the light fixtures:

There are 60 lenses on the adult side. Each lens will cost \$42.35 each, for a total of \$2,541. The few lenses that are still in good shape could be switched out for bad ones on the children's side, until it's determined that those should be replaced as well. The lenses could be purchased now and then installed by the electrician at no extra cost since he'll already be replacing the fixtures through the Energy Trust of Oregon grant.

**It was moved and seconded (Vollmer/Hillis) to authorize Hall to proceed in her best judgment for replacement of the lenses. There was no discussion on this motion as originally stated, but a new motion was made and seconded (Vollmer/Hillis) to allow Hall the flexibility to proceed as she sees fit rather than restricting her to a set amount. The motion passed unanimously.**

## **7. New Business**

### **8<sup>th</sup> Street Rental**

A letter addressed to Mr. Peck, one of the renters of the 8<sup>th</sup> Street duplex property, was prepared and read to the board. Hall will mail one copy of the letter and also post a copy of the letter on Mr. Peck's door. The letter is to notify him that his rent would be increased, but that the library would pick up the cost of all utilities for both sides of the property. He would also need to move RVs, etc. from the vacant side of the unit by the end of the month so that it can be rented.

### **Library Director Contract**

Discussion of the library director contract was moved to the June meeting.

### **Insurance Coverage**

**It was moved and seconded (Hillis/Chittenden) to stay with the current health insurance through SDAO. Motion carried unanimously.**

### **Executive Limitations**

Treatment of Library Users (page 21). A revised page 21 was passed out to be replaced in the board notebooks.

Treatment of Staff (page 22). All were in agreement that the board is in compliance.

### **Director/Youth Services Report**

There was some discussion about how the stats are being reported and it was determined that Lorene will be asked to work on a new, simpler format to start July 1.

## **8. Upcoming Dates**

The library will be closed for Memorial Day (May 25). June 9 will be the budget hearing at 3:30 p.m., with the regular board meeting immediately following.

## **9. Agenda Building/Other**

The June 9 board meeting will include discussion of the results of the May 19 election. Also, Hall reported that she received a call from the Warm Springs Academy for the library to go to the academy at their open house in September and sign up the kids there for library cards so they can use their e-devices. The physical library at the academy is fairly small, most of it is electronic, and if many of the students were to use the library's database, the cost would be astronomical. Each time a book is downloaded there is a fee. It was determined that Hall will respond to the Warm Springs Academy and suggest that the procedure for signing up for library cards stay as is for now with the possibility of opening a conversation with the school district about the possibility of sharing expenses when downloading ebooks. This isn't something we would normally do, but might be willing to do if the financial concerns could be resolved.

## **10. Adjournment**

**It was moved and seconded (Vollmer/Hillis) to adjourn the meeting at 5:30 p.m. The motion passed unanimously.**

Respectfully submitted, Pat Dinsmoor