

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**  
July 8, 2014

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 4:00 p.m. by Board Chair, Susan Stovall. There was no public comment.

**2. Agenda**

**Janet Pacheco Fisher 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 Guy Chittenden to accept the summary of the minutes for the regular board meeting and also the summary for the budget hearing that was held on June 10, 2014. The motion passed unanimously.**

**4. Financials**

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

**5. Unfinished Business**

The Film Committee report was postponed as board member Hillis was absent.

Changes to the signature authority at Columbia Bank will be as follows: the director along with board members Stephen Hillis and Bill Vollmer will continue to be authorized to sign checks. Susan Stovall will be removed from the accounts and Janet Pacheco Fisher will be added.

**It was moved and seconded (Vollmer/Chittenden) to have the following three board members have signatory authority on library accounts: board members Stephen Hillis and Bill Vollmer, and Vice Chair Janet Pacheco Fisher. The motion passed unanimously.**

**6. New Business**

The Public Comment policy had its first reading. Discussed was whether or not more detail should be added in for handling the issue of volatile discussions. It was decided to let the policy stand as is.

**It was moved and seconded (Vollmer/Pacheco Fisher) to accept the first reading of the Public Comment Policy. The motion passed unanimously.**

The Resolution Regarding Rentals was discussed. It was decided to change the name to Rental Property Resolution.

**It was moved and seconded (Chittenden/Pacheco Fisher) to accept the resolution as amended. The motion passed unanimously.**

At this point in the meeting the Director's Auditor Report (from Unfinished Business) was discussed. This report is informational only and will be presented at next year's budget meeting.

**It was moved and seconded (Vollmer/Pacheco Fisher) to stay with the library's existing auditing firm. The motion passed unanimously.**

The board thought that the financials for the close of fiscal year 2013-2014 looked good. The overage on the consultant line item was discussed. That figure included the cost of securing the technology grant – the consultant received a percentage of the amount of the grant.

Annual Board Calendar Review

Added to the Board Calendar for the coming fiscal year was a timeline for Policy Review. One policy will be reviewed every year starting in March.

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

The board completed the Conflict of Interest form for the new fiscal year.

#### SDIS Joinder Agreement

Insurance through SDAO (recently renamed SDIS) is changing the way they do business. Any special districts that wish to stay with them for their current insurance needs must have board agreement and direct a designee to sign "Exhibit A – Form of Joinder to Trust Agreement for Initial Members". Our local insurance agents were contacted about this agreement and each said that it was indeed something that needed to be signed.

**It was moved and seconded (Vollmer/Pacheco Fisher) that the Board Chair be authorized and directed to sign the appropriate documents on the SDIS Statement of Trust. The motion passed unanimously.**

#### SDAO Best Practices

There will be various ways to save money on insurance this year. SDAO has sent out a packet with a list of five Best Practices opportunities. Each one that is completed will be worth 2% off of the insurance premium. Two of the five are already complete (Affiliate Organization Membership & Board Member Duties & Responsibilities Policy). Board training is an area that is being worked on at the moment. It will be complete once each board member views a DVD sent to the library by SDAO. We are waiting for the Best Practices Checklist to arrive and also for more information on the online training.

#### SDAO Workshop

Information was shared about an upcoming workshop sponsored by SDAO. The budget was discussed in relation to attending these types of classes. This year it is anticipated that there will be a visit by consultant Margo Helphand.

### **7. Executive Limitations**

Financial Conditions and Activities – Financial Planning and Budgeting

This is an area that the board works on very diligently thus the board was found to be in compliance.

### **8. Board Governance**

Governing Style

The style of governing used by the Board has been deemed to be very effective.

### **9. Results Policy:**

Monitor: The library will enhance and enrich the lives of patrons through literary and cultural programs and resources. Resources have been allotted and programs are ongoing for various groups of library users. There was discussion on what materials could be made available to other agencies for their projects and how they could go about getting other relevant information.

Monitoring Report: It was discussed that the short term and long term goals of this result should be switched around.

### **10. Director/Youth Services Reports**

Topic of discussion was the See to Read program that will be held at the annex on August 19.

### **11. Other**

The Book Sale in the Park will be held on Saturday, July 12. National conference in Tacoma for Association for Rural & Small Libraries September 3-6.

Whether or not to hold an August meeting was discussed.

**It was moved and seconded (Vollmer/Pacheco Fisher) not to hold an August meeting and to move all August business to September. The motion passed unanimously.**

Revisiting Governing Style

The board's current version of governing includes self-monitoring. A consensus was reached that self-monitoring may be changed when that particular policy comes up for review.

### **12. Adjournment**

**It was moved and seconded (Vollmer/Pacheco Fisher) to adjourn the meeting at 5:33 p.m. The motion passed unanimously.**

Respectfully submitted, DeRese Hall