

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**

September 9, 2014

Board Members present: Guy Chittenden, Janet Pacheco Fisher, Stephen Hillis (arriving later), 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**

**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 Janet Pacheco Fisher to accept the summary of the minutes for the regular board meeting of July 8. The motion passed unanimously.**

**4. Financials**

**It was moved and seconded (Vollmer/Chittenden) to accept the financials as presented from July and August. The motion passed unanimously.**

**There was no executive session.**

**5. Unfinished Business**

Public Comment Policy

Discussion briefly touched upon having speakers sign in before issues were brought up.

**It was moved and seconded (Vollmer/Pacheco Fisher) to adopt Public Comment at Board Meetings as presented. The motion passed unanimously.**

This policy will be placed in the Board Bylaws after the section on Conduct of Board Meetings.

Rental Property Resolution

After approving this document with a name change at the last board meeting, it was presented for signatures.

Special Districts Association of Oregon (SDAO) Best Practices

The board is viewing various DVDs given to the district by SDAO. In order to get a discount on insurance, each board member needs to watch at least one. Another piece towards the discount is a checklist that was completed during the meeting.

Film Committee

Stephen Hillis shared information on what can and can't be done to advertise films that are shown in the annex by the film committee. These restrictions include advertising the actual movie by name outside of the library area. Having the title of the movie on the website, Facebook, and the annex building is acceptable.

Consultant Visit

There were several thoughts on agenda items to discuss during the visit by Margo Helphand. These included the policy governance concept, a trend analysis, local items of interest that may have been discussed during Helphand's visit with the Deschutes library board, and possibly an overview for new board members.

## **6. New Business**

### Year-end Rental Report

A report on the six property rentals for the previous fiscal year was presented. After all expenses were paid there was \$17,099.84 that was income for the year.

### Willow Canyon Properties (WCP)

There are 2 rentals that have been vacated. One of these vacancies is in the 8<sup>th</sup> Street duplex. This duplex shares one meter for the utilities and there may be issues with that in the future. It was requested that all concerns be relayed to property management and that the board would proceed after hearing their recommendations. The other vacancy is in the 7<sup>th</sup> Street duplex. Both of these units will need some upkeep before the next renter can move in. It was suggested that a tour of the units be made while they are empty.

### City of Madras Community Development Director, Nick Snead

There was a meeting at the library with Mr. Snead and Donna Fisher of WCP. The rental across the street was discussed. Safety issues were raised by Snead, and Fisher shared that she had just finished a court appearance in regards to that property. There were items that the judge decreed must be attended to by the end of October for the tenants to be able to stay otherwise they would be asked to leave immediately. Fisher added some of Snead's safety issues to her list.

Prior to this meeting at the library, the Community Development Director had requested to meet with the library director and any available board members. Board chair Stovall and vice-chair Pacheco Fisher, along with Hall, met with Mr. Snead in his office. He expressed his concerns about safety and the community. The corner house on 7<sup>th</sup> Street had been an issue that was brought before him previously and he had already made a personal trip to the residence. He wanted to proceed further by meeting with WCP along with the library director to make sure that everyone was on the same page.

### City of Madras

Brandie McNamee, Finance Director for the City of Madras, informed the district that it has not been paying its water bill for many years. In the past this was something that was understood to be a donation to the library by the city. As of now that donation will stop and the city council voted in favor to "Bill the Library District immediately to catch up on outstanding usage..." A billing will be generated and mailed to the library in September for what is considered to be the past due amount. This amount, and all other amounts for the remainder of the fiscal year, is to be covered by a grant that was awarded to the library by the City of Madras so that no hardship would come about due to this payment oversight during the last 8 years. A check in the amount of \$800.00 from their Community Grant Program Funding will arrive soon. There are still some issues that need to be clarified and information will continue to be gathered.

### Results Monitoring Report

Discussion included whether or not staff and board were working together on Results and what to do if that wasn't the case. This report will be on the agenda at staff meetings and it will be encouraged at that time for ideas to be shared that will help improve the Results. Consultant Margo Helphand will also be given a copy of this report to prepare for her visit.

**It was moved and seconded (Hillis/Vollmer) to accept the Results Monitoring Report. The motion passed unanimously.**

### SDIS Acknowledgement Form

The district's insurance company is requiring that the board review and understand the Plan document. Copies were given to the board as homework and the Plan Acknowledgement Form will be signed at the next meeting.

### Beth Crow Donation

The board discussed this generous donation and will be sending a personal thank you. As was requested, this money will be used in support of genealogy and/or as matching funds for future grants.

## **7. Board Governance**

### Board Job Description

It is the consensus of the board that they are in compliance.

## **8. Executive Limitations**

### Global Executive Constraint

The board is in compliance.

## **9. Linkage**

Accountability of the Library Director & Global Board/Library Director Linkage

It was requested that included in line #3 in Accountability of the Library Director be the words “compliance with Global Executive Constraint” and “avoidance of Board-proscribed means” be deleted. A revision of this policy will be presented at the next meeting for approval.

## **10. Results Policy:**

Monitor: All residents have free access to library services and are able to find materials specific to their needs. AND Library facilities efficiently, safely, and comfortably accommodate library services, staff, and patrons.

It was noted that some of the short term goals in these two areas need to be revisited as they have been accomplished.

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

Vollmer suggested that if the See to Read program is moved next year to the Community in the Park event, the library may want to attend that event along with them as it is partially sponsored by the Oregon Library Association. If this occurs, additional outreach funds may need to be allocated at budget time. Vollmer will be liaison on this project.

## **12. Library Closures**

Staff day with Crook and Deschutes County will be held at Eagle Crest on Monday, October 13. Library board members are also invited to attend.

## **13. Upcoming Dates**

Tuesday, October 14 will be the next board meeting.

## **14. Other**

The director will be gone on vacation the week of the 15<sup>th</sup>. Dion Hryciw is the board contact at the library. It was requested that two board members come and sign paychecks on September 18. Hillis and Pacheco Fisher volunteered.

## **15. Adjournment**

**It was moved and seconded (Hillis/Pacheco Fisher) to adjourn the meeting at 6:05 p.m. The motion passed unanimously.**

Respectfully submitted, DeRese Hall