



JEFFERSON COUNTY

LIBRARY
DISTRICT

241 SE 7th Street
Madras, OR 97741

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JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

October 14, 2014

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

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. Laura Jones was introduced as the current library steward who also happens to be working toward a BS in Library Science. Stovall made reference to a PowerPoint presentation that was prepared by Laura about the workings of the library saying that it should be filed as a good historical record.

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 Hillis and seconded by Vollmer to accept the summary of the minutes for the regular board meeting of September 9, 2014. The motion passed unanimously.

4. Financial Review

It was moved by Vollmer and seconded by Guy Chittenden to accept the financials as presented. The motion passed unanimously.

There was no executive session.

5. Unfinished Business

Special District Association of Oregon (SDAO)

The Best Practices insurance packet has been completed and is on its way to SDAO.

Safety Committee Information

The Safety Committee met on October 9 to discuss possible safety issues in or around the library and annex. Direct results of the meeting included: the request of motion sensor lighting powerful enough to cast light on the parking area behind the library as well as the handicap ramp at the annex, asking the gardener about trimming the trees around the outside light that illuminates the sidewalk, and strategies for lighting the porch of the annex. The safety committee will begin meeting once in the spring and once in the fall.

Board Calendar of Events

A revised Board Calendar of Events was presented indicating the additions of the spring and fall meetings of the Safety Committee. It was noted that in November a date is scheduled to be selected for a Special Meeting to review the vision statement along with short and long term goals. **It was moved by Hillis and seconded by Chittenden to accept the revised annual calendar of events as presented. The motion passed unanimously.**

SDIS Acknowledgement Form

After reading the SDIS document outlining participation requirements and responsibilities of the district, the board was asked to sign and return a form stating that they did indeed receive a copy of the information and had reviewed it. After examining the document the board had two questions. One concerned employee contribution and the other was in regards to employee deductibles. Hall was directed to call the insurance carrier to confirm these issues. After a discussion of other areas in the document board chair Stovall signed the SDIS Acknowledgement Form. It was agreed that after Hall clarifies the questions that were raised and is satisfied with the response from SDIS, the signed Acknowledgement Form is to be submitted.

Consultant Visit

The upcoming visit on Thursday, October 30 by consultant Margo Helphand was discussed. The meeting will begin at 9 a.m. and breakfast/brunch items will be served. It was asked whether the \$1,500 daily consultant rate would cover a longer period if the meeting were to go over the initial 4 hours. The Results Monitoring Report is so critical that the board would like to make sure there is time for an in depth review of the six topics. Also they have the question of “are they the right statements to monitor and achieve the best results”. The consensus was to have Margo thoroughly review and understand these issues so that she could best guide the board. It was stressed that all board members bring their notebooks and be ready with any other questions they may have.

6. New Business

Rental Information

The results of the tour of the two vacated rental properties was presented. The board asked for clarification of what was covered in the estimate received by Willow Canyon Properties (WCP).

One estimate was submitted for repairs and updates for the 8th Street duplex. WCP will be contacted and be informed that the board requests that a plumber, an electrician, and the gas company inspect the rental to check that any and all safety concerns are addressed.

The 7th Street duplex had fewer issues to be addressed. WCP will move forward with the repairs and it is anticipated that the rent can be increased once the renovation has been completed.

The third rental located on the corner of 7th and E Streets was discussed. The renters are still in the property and have been given until October 30 to meet the court’s mandated requirements. If they don’t meet the requirements, they will be asked to leave immediately.

Board Evaluation

Stovall handed out a list of questions for board members to review in order to make sure they are doing the best job possible. She will also e-mail this list to each board member so that it can be completed by Monday, October 20. The results will be compiled before the consultant’s visit on October 30.

7. Board Governance

Chair/Vice Chair roles

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

8. Executive Limitations

Financial Conditions and Activities and Financial Planning and Budgeting

After a brief discussion it was the consensus of the Board that they are in compliance.

9. Linkage

Monitoring Library Director Performance

Chittenden questioned the first paragraph of the policy saying that it is confusing as written. The Board discussed what is meant by “monitoring” of library director performance, i.e., the director cannot be evaluated on anything in the policy that is not a measurable item. The key is making sure the results are being accomplished every year. Stovall suggested that this policy in particular be sent to Helphand for clarification.

Accountability of Library Director

A revised policy was presented and after a brief discussion, **it was moved by Hillis and seconded by Vollmer to accept the amendment to the policy on Accountability of the Library Director. The motion passed unanimously.**

10. Results Policy

The recent upgrade brought the library current with technology but it was questioned whether or not there were enough computer stations. Another self-checkout station could be added so that there would be a total of three. There are currently two library catalog stations – is that enough? The possibility of moving some of the public computers to a quieter place was also discussed. The library has four laptops that could be put to use if they could be successfully monitored.

11. Director/Youth Services Report

There were no changes to the reports. Hillis shared that the film committee is working on a grant of approximately \$18,000 and that all films currently have subtitles in order to be understood by a wider audience.

12. Library Closures

The next regularly scheduled board meeting falls on Tuesday, November 11 which is Veteran's Day. It was suggested that the date of the meeting be changed. There will be a Doodle Poll sent for board members to choose a new date.

13. Agenda building/Other

A possible visit by the City of Madras to clarify unresolved issues about the water bill was considered. After a brief discussion it was decided that it wasn't necessary to pursue this issue further.

Stovall requested that the board be provided 3-hole punched copies of "Public Comments at Board Meetings" and "Board Yearly Calendar of Events" at the next Board meeting so they may all insert the pages in the appropriate places in their notebooks.

A question was asked about how to show the donation from the Beth Crow Trust in the budget. The accountant will be contacted on the issue and the board will be advised at the next meeting. It is desired that a motion be made in order to solidify the trust designation for genealogy and matching grants and that the funds be viewable in the budget.

14. Adjournment

It was moved and seconded (Chittenden/Hillis) to adjourn the meeting at 5:34 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor