

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**

November 18, 2014

Board members present: Guy Chittenden, Janet Pacheco Fisher, Stephen Hillis, Susan Stovall, and Bill Vollmer  
Library Director: DeRese Hall / Secretary: Pat Dinsmoor  
Guests: Accountant Mick Knobel / Auditor Candace Fronk and Connor Price

**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. Stephen Hillis seconded and the motion passed unanimously.**

**3. Accept Minute Summary**

**It was moved by Hillis and seconded by Janet Pacheco Fisher to accept the summary of the minutes for the regular board meeting of October 14, 2014 and the special meeting of October 30, 2014. The motion passed unanimously.**

**4. Financial Review**

Library accountant, Mick Knobel, was present to answer any budget-related questions. Highlights included: all property taxes have not come in yet but it is anticipated that property tax revenues will be greater than what was budgeted / October is a good month to look at the checking account balance each year since it's probably at its lowest point / there is now a line item for the Beth Crow trust of \$117,600 on the balance sheet under reserved funds.

Hillis mentioned that Family Finders is working on digitizing their materials and would like to work with the library in the future to help achieve the purpose of the Beth Crow Trust. It was asked that Hillis share the board's desire to meet with Family Finders at a future library board meeting to discuss their ideas.

**It was moved by Hillis and seconded by Vollmer to accept the financial summary as presented. The motion passed unanimously.**

There was no executive session.

**5. Unfinished Business**

Consultant Visit Wrap-up

The board had mixed feelings about the consultant's visit, but felt that overall it was a good meeting. There was general agreement with the comments and suggestions made by the consultant.

Board-Library Director Linkage

Accountability of the Library Director: **It was moved by Hillis and seconded by Pacheco Fisher to accept the consultant's suggested changes as the first reading of the Board-Library Director Linkage Policy, Accountability of the Library Director. Motion carried.**

Monitoring Director Performance

**It was moved and seconded (Hillis/Guy Chittendon) to accept the consultant's suggested changes to the policy as the first reading. Motion carried unanimously.**

Results Policy

The consultant's suggestions resulted in making the policy much cleaner and simpler. **Hillis/Pacheco Fisher moved/seconded to adopt the changes to the Results Policy as the first reading. Motion carried unanimously.**

## Board Yearly Calendar of Events – 2014/2015

The consultant's visit brought out more discussion regarding the Calendar of Events. Ultimately it was decided to update the previous wording of the Results Policy with wording that had been decided upon during the consultant's visit. These board results are to be placed on the calendar where they will be used as a monitoring tool for goals and an evaluation tool for the director. Each month that a "result" appears, there will be a report by the director and the board will come to the meeting prepared with any opinions they might have on that result. They will then decide whether to stay the course, increase focus on the particular item (whether by action or budget funds), or dismiss the result as irrelevant at that particular time.

Board Governance Policy items are to remain on the calendar where they can be reviewed on a regular basis.

The director was asked to send a copy of the budget to board members to keep in the front of their policy books.

## **6. New Business**

### Auditor Visit

At this time the auditor, Candace Fronk, arrived and introduced Connor Price, who did the field work for the audit report this year. Annual Financial Reports were handed out and it was expressed that the audit went very well. The separate account for the Film Center activities was noted. Library revenues were up and expenses were almost flat. There was not a lot in the way of capital outlay this year. Fronk talked a little about PERS and stated that we actually have more assets than liabilities in the PERS system and since we didn't go to the state and local government rate pool (we have our own pool for our own employees), we have avoided some of the risks that would affect other employers. Regarding the Beth Crow trust, money will need to be moved to the budget with a resolution when it is time to spend. It was also pointed out that if there's a large amount of money showing in the general fund at the end of the year, it may be prudent to move some of it (i.e., into the building fund), so that the Department of Revenue doesn't look at it and determine that the library doesn't need to levy property tax revenues to operate in the coming year. Knobel questioned whether the level of cash should be closer to a six month "cushion" versus the current nine month one. Fronk stated that an operating balance of nine months at the lowest point in the budget cycle seemed like quite a lot and that some of the funds could be moved over before the next budget cycle. Knobel will take care of this. Money can be moved into the building and improvement fund where it would be available to move back if needed. There were no further questions and Fronk stated that the library had done its usual great job!

### Board Evaluation

Stovall handed out the Library Board Self-evaluation Forms that included some of the board members' comments. It was confirmed that the state and federal laws governing libraries are in fact covered in the ORSs. It was suggested that "regularly attending state and national meetings relevant to libraries" could mean every other year, every three years, or even every five years depending on whether the board thinks that it's necessary for the efficient running of the library district.

Hillis suggested that the Mission Statement be added somewhere in the boards documents as a reminder of their goal.

### Board Members Code of Conduct

All were in agreement that the board is in compliance.

### Executive Limitations – Emergency Library Director Succession

It was agreed that the words "at least one staff member" will be added in the first paragraph to conform to what is already stated in the policy. The amended policy will be presented for approval at the next meeting.

### Unity of Control

Hillis commented that this is an important document, which guides the board in everything it does. After some discussion it was agreed that the board is in compliance.

### Monitor Personnel Policies

Hillis stated that he would like to see the policies reviewed and discussed by the board in an ongoing manner. The director should also share an opinion on whether or not those policies are working. This overview will be placed on the Board Yearly Calendar of Events.

### Results Policy

No discussion was needed.

## **7. Director/Youth Services Report**

On early release school days, there will be a new program for teens. The first day for the program is Wednesday, November 19. The Chamber and the school were enthusiastic about this program because there's a need for teens to have something to do during that time. The teens will determine what they want the program to become.

The newsletter that was supposed to be attached to the Youth Services report didn't come through. It will be located and sent out again.

### **Rental Information**

Property management gave the tenants in the property located on the corner of 7<sup>th</sup> and E Streets until Monday, November 23 to vacate. They are hoping that with the extra time allowed, the tenants will clean out most of their things and not just leave everything. Once this property becomes vacant, members of the board will need to take a tour as they did with the other properties.

The blue rental property is close to being ready to occupy and there is a potential renter identified.

The electrician and plumber have visited the 8<sup>th</sup> Street rental and we are waiting for a report. It was reiterated that the gas company also needs to do an inspection. The plumber is expected to give a bid, but it will more than likely come with stipulations because he won't know the extent of the damage and repairs until he gets started. Depending on the results of all inspections, the board will then decide what will happen on the other side of the duplex.

Short and Long-term Goal Review will be removed from the Calendar of Events. As discussed earlier in the meeting, this will be done on a monthly basis.

## **8. Adjournment**

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

Respectfully submitted, Pat Dinsmoor