



**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY  
December 9, 2014**

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 4:00 p.m. by board chair Susan Stovall. There was no public comment.

**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 Guy Chittenden and seconded by Hillis to accept the summary of the minutes for the regular board meeting of November 18, 2014. The motion passed unanimously.**

**4. Financial Review**

There was a question about line item 9040 (Building and Improvements) and it was decided that the director would check for clarification. **It was moved by Vollmer and seconded by Chittenden to accept the financial summary as presented. The motion passed unanimously.**

There was no executive session.

**5. Unfinished Business**

Board Calendar of Events

**It was moved by Chittenden and seconded by Hillis to accept the revised annual calendar of events. The motion passed unanimously.**

Governance and Emergency Library Director Succession Policies

**It was moved and seconded (Hillis/Chittenden) to accept as the second reading Accountability of the Library Director, Monitoring Library Director Performance, Results Policy, and Emergency Library Director Succession. Motion carried.**

**6. New Business**

Results Policy Monitoring Report

The board agreed that this would be used as a tool to determine the direction the library would go in the future, and how the budget would be affected. After discussion of Results #1, "Residents of all ages have the opportunity to enhance and enrich their lives through literary and cultural programs and resources," Hillis suggested that a list be prepared of all literary and cultural programs that the library has had over the past year. Attendance figures for each individual program aren't available as they are added together for monthly figures that are then saved and used for statistics. The consensus is that children's programs are being covered well, but what can be done to increase teen and adult participation? The possibility of advertising was mentioned again, i.e., ads in the Pioneer and Roundup, Facebook page, or library website. The library is also looking into purchasing a TV monitor that can be located inside the library that would feature current and upcoming events. An outside monitor could be considered in the next couple of years. A Winter Survey for patrons is being prepared with some questions directed at interest level in regards to library activities.

Governance: Board Committee Principles  
All were in agreement that the board is in compliance.

Executive Limitations: Communication and Support to the Board  
All were in agreement that the board is in compliance.

#### Rental Issues

The board gave approval to pay the plumber and electrician to do a preliminary evaluation of the 8<sup>th</sup> Street rental in order to present more realistic bids for work that needs to be done. Once the bids are submitted, the board can review them to determine what course of action to take.

Property management notified the director that one of the tenants had moved back into the 7<sup>th</sup> St. property and that the sheriff would take care of it. Board members should be able to tour the property soon.

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

Comments were positive and there were no changes to the report.

#### **Agenda Building/Other**

Family Finders would like to meet with the board at the regular January meeting. They will be asked to be there about 4:15 so that the board can first review initial agenda items.

Because inclement weather can present major safety issues to patrons and staff, it was suggested that a permanent poster be prepared that would state that "The library can close at short notice." This poster could be put into place about November 1 and removed mid-April each year.

The board reviewed information on upcoming trainings and conferences, as well as the related budget line item, and authorized Chittenden to attend the conference on Nonprofit Organization Board Building in Corvallis and Vollmer to attend the SDAO training in Eugene.

#### **8. Adjournment**

**It was moved and seconded (Hillis/Chittenden) to adjourn the meeting at 5:21 p.m. The motion passed unanimously.**

Respectfully submitted, Pat Dinsmoor