



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

January 12, 2016

Board members present: Bill Vollmer, Janet Henderson, Stephen Hillis, and Susan Stovall  
Absent: Guy Chittenden  
Library Director: DeRese Hall

### 1. Call to Order

The meeting was called to order at 4:00 p.m. by Board Vice Chair Bill Vollmer. There was no public comment.

### 2. Agenda

**Stephen Hillis moved to approve the agenda with flexibility. Janet Henderson seconded and the motion passed unanimously.**

### 3. Accept Minute Summary

**It was moved by Hillis and seconded by Henderson to accept the minute summary of the regular board meeting of December 8, 2015. Motion passed unanimously.**

### 4. Financial Review

**It was moved and seconded (Susan Stovall/Hillis) to accept the financial review as presented. Motion passed unanimously.**

### 5. Executive Session

No executive session was needed at this time.

### 6. Unfinished Business

Facilities planning meeting:

It was decided that with the new information on the Director's report from Oregon Architecture, Inc., the Board would schedule another Special meeting in February. This meeting would deal exclusively with the new facility. Payoff information for the property purchase has already been requested. That information will be included for the meeting. Hall will send out a Doodle Poll and arrange a meeting that will fit in with the Board's schedule.

Also discussed at this time was the necessity of having a group photo of the Board. Vollmer volunteered to take this picture before the start of the Special meeting. He will also provide smaller photos to place in the staff's contact list document. The staff has been preparing such a pictorial contact list for the Board that should be ready soon.

100<sup>th</sup> Birthday Celebration

There has been no contact from the Endowment Foundation on this matter. The Chamber of Commerce event "Business After Hours" has been booked for the library on Thursday, July 21. This is usually a very well attended community event and the Chamber agreed that it would be the perfect time for the library to host it.

### New Business

Mandatory Sick Leave law

This law went into effect January 1, 2016, and as such, staff was informed and the information was added to the Personnel portion of the policy manual. Handouts were provided to the Board so that they could update their notebooks. At this time the new law will affect six staff members and, worst case scenario, could impact the library budget by more than \$5000.

#### Calendar of Events

It was decided to monitor two results, twice a year, as late as possible in the fiscal year. This would give more time for the impact of changes to be made evident. Results #1 and #3 will be monitored in February and #2 and #4 will be monitored in March. **It was moved and seconded (Stovall/Hillis) to amend the calendar as presented. Motion passed unanimously.** At this time it was requested that the Chair be reminded in March to discuss the Governance policy "Governance Quality and Costs" with the Board so that any budgetary impacts could be noted.

SDAO Safety and Security Grant – water intrusion. A copy of the grant was presented to the Board.

#### **Board Governance - Governance Quality and Costs, pg. 10**

The Board was deemed to be in compliance.

#### **Executive Limitations**

Asset Protection, pg. 12/Financial Condition and Activities, pg. 18/Financial Planning and Budgeting, pg. 19

The Board was deemed to be in compliance.

#### **Monitoring the Results Policy - Results Policy #3: Residents have access to safe and welcoming facilities.**

Results Policy #3 was monitored and the document was accepted with addition information to be added to the wrap-up that will be presented after the monitoring of Results #4. Suggestions were given to be included in that report.

#### **Director/Youth Services Report**

Pictures of the wrap that will be placed on the van were received by the Board. The consensus was that the choices were very good. The van should be completed soon.

Stacey Anderson from PayneWest insurance has asked whether the Board would like her to come and present information at their meeting in February. The Board agreed that it would be a good idea. In anticipation of this visit, the staff will be asked how the current health insurance plan is working for them.

#### **Library Closures - Nothing noted for the coming month.**

#### **Upcoming Dates**

Wednesday, January 13 @ 6:00 - OR Humanities program Northwest Mixtape at Great Earth

February 5-7 – SDAO conference in Sunriver

Tuesday, February 9 @ 4:00 - next regular Board meeting

#### **Agenda/Budget Addition**

It was suggested that a possible budget consideration be to find an outside agency to digitize some or all of the library records.

It was requested that the possible \$5000 necessary for mandatory sick leave be added as a budget item.

#### **Other**

In regards to the receipt of the check from the Energy Trust, it was asked whether or not we had put up all new light fixture covers during the first go around of the lighting improvement project. If not, this might be a good time to complete the entire project. Hall will check on the situation.

The Board liked the additional page of stats that were added to the Statistical Report. It was requested that two more years be added.

The timeline for the SDAO conference, and also the OLA conference, was discussed. Board members are to contact Hall and let her know if they wish to attend either conference.

#### **Adjournment**

**It was moved and seconded (Hillis/Henderson) to adjourn the meeting at 6:04 p.m. Motion passed unanimously.**

Respectfully submitted, DeRese Hall