



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

February 9, 2016

Board members present: Guy Chittenden, Janet Henderson, Stephen Hillis, and Susan Stovall

Absent: Bill Vollmer

Library Director: DeRese Hall

1. Call to Order

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

2. Agenda

Stephen Hillis moved to approve the agenda with flexibility. Susan Stovall seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Janet Henderson and seconded by Stovall to accept the minute summary of the regular board meeting of January 12, 2016. Motion passed unanimously.

At this point in the meeting, Matt McGowan from PayneWest made a presentation in regards to our current insurance coverage. He stated that being able to purchase insurance from Special Districts of Oregon (SDAO) is the most cost effective way to go for the Library. No company can offer the same coverage and services at the premium that we are currently paying. Additional discussions: employment issues, the valuation of buildings (Library vs. rentals), crime coverage vs. bonding, personal car coverage, and flood insurance.

4. Financial Review

It was moved and seconded (Stovall/Henderson) 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 a Special Meeting was needed to address all of the information that has been gathered in regards to the new facility. Also discussed at the upcoming meeting should be any modifications of the Library building plan that is deemed necessary due to changes that are happening in the community.

100th Birthday Celebration:

The Board was in agreement that firm plans needed to be made for the birthday celebration. It was suggested that this topic be added to the agenda of the Special Meeting that is scheduled for February 18. At that time, possible ideas and activities will be discussed and arrangements made for additional meetings.

New Business

Rental review:

Packets were handed out showing the rental income and expense for the 2015 calendar year. Because of all the renovations that were necessary this year, there was no income generated by the rentals. However, due to the improvements that have now been made, the rent possibility for the combined six units has increased by \$14,400 per year.

Appoint budget officer and committee:

It was the consensus of the Board that the Library Director serve as the budget officer this year and as such send invitations to last year's committee requesting them to serve again.

Appoint Library Director evaluation committee:

Historically this committee includes the Vice Chair and one other Board member. Stovall will serve with Vollmer and send out evaluation packets to the remaining Board members mid-March.

SDAO Conference wrap-up:

Vollmer attended the SDAO Conference in Sunriver and was to report on his findings. As he is absent today that report will come at a later date.

Board Governance

Board Operations, pgs. 5-7:

After discussion in which it was requested that the Director send a copy of “A quick reference guide to Oregon’s public records law” to the Foundation and all of the other Library committees, the Board was deemed to be in compliance. It was requested that a reminder be issued to all groups that they advertise their meetings and that minutes of their meetings be sent to the Director.

Executive Limitations

Compensation and Benefits, pg. 16:

The Board was deemed to be in compliance.

Linkage

Delegation to the Library Director, pg. 24:

The Board was deemed to be in compliance.

Monitor:

Results Policy #4:

Discussion points for this Result included ways to expand patron’s knowledge/understanding of what we offer and what we hope to offer in the future. It was mentioned that not all measurements need to be made in numbers – the fact that it is something that is simply being accomplished is a good measurement. Also discussed was enlightening community members about the future of the Library. Rewording Result #4 will be considered at the next Board meeting.

The wrap up for Results 1-3 was presented and accepted.

It was requested that the entire Results Monitoring Report be resent to the Board in its entirety.

Director/Youth Services Report

The statistics show that checkouts of digital materials are on the rise. This is a wonderful service but a very expensive one for the District. It was asked whether or not there might be a way to control the amount of checkouts per month, per year, or per patron. Hall will ask that question of Todd Dunkelberg at the upcoming Director’s meeting.

Another topic discussed was the District’s FlexLease loan.

Library Closures

President’s Day is Monday, February 15.

Upcoming Dates

Thursday, February 18 is a Special Meeting.

Tuesday, March 8 is the next regular Board meeting.

Agenda/Budget Addition

Prepare and bring to next meeting a list of programs/events for 100th birthday celebration that might have budget implications.

Adjournment

It was moved and seconded (Hillis/Henderson) to adjourn the meeting at 6:39 p.m. Motion passed unanimously.

Respectfully submitted, DeRese Hall