



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

March 8, 2016

Board members present: Guy Chittenden, Janet Henderson, Stephen Hillis, and Bill Vollmer

Absent: Susan Stovall

Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 4:03 p.m. by Board Chair Guy Chittenden. 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 Hillis and seconded by Vollmer to accept the minute summary of the regular Board meeting of February 9, 2016. Clarification was requested on what procedures Library committees must follow when holding meetings. Hall will investigate. **Motion passed unanimously.**

It was moved by Janet Henderson and seconded by Hillis to accept the minute summary of the special Board meeting of February 18, 2016. Motion passed unanimously.

4. Financial Review

It was moved and seconded (Henderson/Vollmer) to accept the financial review as presented. Motion passed unanimously.

5. Executive Session

No executive session was needed at this time.

6. Unfinished Business

100th Birthday Celebration:

Committee information will be gathered soon. All groups are to come up with budgets for their portion of the celebration and present that news at the next joint Board meeting. Draft minutes of the previous meeting will be sent out electronically to the Board. It was suggested that \$2000 be considered as an increase in the Outreach line item not only to increase outreach itself but to have in case it's needed for the birthday celebration.

Rewording of Results Policy:

During the Results Monitoring process it was discovered that #4 which reads "Residents understand the types and scope of services the library provides" could be clarified. During the discussion, it was also decided to reword the italicized paragraph. A first reading was presented as "*Through the wise application of funds and resources, residents of the Jefferson County Library District will freely and openly access ideas and information to lead lives enriched by literature, cultural resources, and life-long learning.*" Section 4 would then read "Residents shall be provided information in order to be aware of the types and scope of services the library provides."

Flood Insurance:

The Board had asked about flood insurance for the Library and the annex. PayneWest Insurance sent a quote that was considered too expensive to consider at this time.

7. New Business

Annual Vision Review and Work Session:

A rough draft of the upcoming budget and information on the spotted frog issue (because of possible budget implications) were passed out.

It was decided that another New Facilities meeting was needed. Hall will take results from the latest Doodle Poll for the joint meeting with the Endowment Foundation and choose an alternate date for the next New Facilities meeting. Vollmer will invite speakers to attend.

It was suggested that funds other than those from the Building and Improvement Fund (BIF) be used for preliminary facility planning services. These funds would need to be added to the proposed budget. It was already assumed that there would be a budgetary increase in personnel costs. Other increases would come from Deschutes for inclusion in the tri-county library system and another suggestion was made to increase the maintenance amount for the annex by \$1000.

A document was shared that listed the day by day door count of the library from January through December of 2015. Discussion followed on the wage increase associated with opening on Friday. There was support for the opinion that IF the library were to open on Fridays, it should be for the entire year as opposed to summers only. No motion was made at this time as it was suggested that a new building project might result in other budget considerations. It was stressed that a decision needed to be made as to where the library was going to go in the building process and, more importantly, when that process might begin. The Board was hopeful that they would have a better idea after the next Facilities meeting.

8. Board Governance

Quality and Costs:

This section was checked in order to see if there were any budget considerations that needed to be made in regards to the Board. No issues were detected at this time.

9. Director/Youth Services Report

Results of the Winter Survey were discussed. There were 137 visits to the electronic survey site. 29 of those ended in the completion of the survey. There were 27 responses to the surveys that were handed out in the library. It's hoped that if this were to be done again, more patrons would respond. It is also hoped that now more patrons are aware of the services that the library provides because of the choices that were listed on the survey.

10. Upcoming Dates

The next Board meeting will be April 12 followed by the first Budget Committee meeting.

11. Agenda/Budget Additions

Additions were covered under the vision review portion of the agenda.

12. Other

It was agreed that \$250 would go to the PAC for support of Mr. Baca's presentation.

13. Adjournment

It was moved and seconded (Henderson/Hillis) to adjourn the meeting at 6:30 p.m. Motion passed unanimously.

Respectfully submitted, DeRese Hall