



241 SE 7th
Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
SPECIAL BOARD MEETING MINUTE SUMMARY
March 29, 2016**

Board Members Present: Guy Chittenden, Janet Henderson, Stephen Hillis, Susan Stovall, and Bill Vollmer
Special Guest: Kimberly Young, Area Specialist, USDA Rural Development
Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 3:50 p.m. by Board Chair Guy Chittenden.

2. Approve Agenda

It was moved by Bill Vollmer and seconded by Stephen Hillis to approve the agenda with flexibility. Motion passed unanimously.

3. Public Comment

There was no public comment.

4. Unfinished Business

New Facilities Planning:

Vollmer shared that he had made two contacts at the SDAO conference. One represented the financing side of building projects and the other represented an architectural firm. It was hoped that both contacts would be in attendance at this meeting but the architect was unable to make it.

5. New Business

A visit was made by Kimberly Young, Area Specialist, USDA Rural Development:

Ms. Young was able to share projects and contacts that are happening in our area. She also made some suggestions for possibly grants. Unfortunately, her agency would be unable to provide financing on our project. Her supervisor had taken a brief look at the Library's audit documents. It was his opinion that at this time loan funding could be no more than \$1,000,000. Before moving ahead too far, Ms. Young recommended that the Library contact their accountant or auditor and request a feasibility study be conducted. This would be one of the first things required by lenders and would also give guidance to the Board. She offered to email Hall with a list of local contacts that the District might find useful.

Mick Knobel, accountant for the library, had been contacted for his opinion on financing amounts for a new facility. It was his opinion that the library could afford a maximum loan of \$691,681. Putting that money with what's available to the District, his total amount of funds that could be used for a building project came to \$1,164,881.

The Board expressed their desire to have many more answers to their question of what the Library can afford to do in the future. In their opinion the logical place to begin would be with the feasibility study. **It was moved and seconded (Hillis/Vollmer) to have a feasibility study and if it does not fit within the current budget, the payment would be taken from the Building and Improvement Fund. The motion passed unanimously.**

Vollmer was tasked with arranging another facility meeting. This meeting will work around the schedule of the representative of the architectural firm. He will advise the Board of the date and time.

6. Adjournment

It was moved and seconded (Hillis/Susan Stovall) to adjourn the meeting at 6:30 p.m. The motion passed unanimously.

Respectfully submitted,
DeRese Hall