



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

April 12, 2016

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

### 1. Call to Order

The meeting was called to order at 4:06 p.m. by Board Chair Guy Chittenden. 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

There was discussion that clarified that the official minutes are what is on the tape recording and that the minute summary is prepared mostly as a convenient way of being able to find topics of discussion on that recording.

**It was moved by Hillis and seconded by Susan Stovall to accept the minute summary of the regular Board meeting of March 8, 2016. Motion passed unanimously.**

**It was moved by Hillis and seconded by Henderson to accept the minute summary of the special Board meeting of March 29, 2016. Motion passed unanimously.**

### 4. Financial Review

Discussion included computer equipment and computer maintenance. It was expressed that if we have a maintenance program in place we should have computer issues resolved in a very timely manner. It's possible that the time has come that some of those resolutions may be the purchasing of new equipment instead of constant repairs to the same machine.

The accountant was asked about performing a feasibility study. He declined.

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

### 5. Executive Session

**It was moved and seconded (Stovall/Vollmer) to move into executive session at 4:36 according to ORS 192.660(2)(a) for the purpose of the Library Director review.**

The Board came back to the regular meeting at 5:21. No action was taken. Stovall will be meeting with the Director at a future date to discuss the evaluation.

### 6. Unfinished Business

100<sup>th</sup> Birthday Celebration:

The road application to close "E" Street has been turned in for consideration by the city.

Rewording of Results Policy:

The 2nd reading was presented. The italics portion would read: "*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 read "Residents shall be provided information in order to be aware of the types and scope of services the library provides."

**It was moved by Hillis and seconded by Stovall to accept the 2<sup>nd</sup> reading of the Results Policy. Motion passed unanimously.**

## **7. New Business**

SDAO workshop in The Dalles:

Henderson shared that the refresher course was very useful and that there would be information shared regarding Board Governance, Board Operations.

## **8. Board Governance**

Board Operations section 1.a.:

Hillis pointed out that on page 10 of the Bylaws there was already detailed information on the expectations of Library committees. Information gathered from SDAO in regards to the meeting protocol of committees was that if a committee were formed with the idea that they were to be self-sufficient, having little or no contact with the Board, they could conduct meetings as they saw fit. At the workshop in The Dalles, it was stated that if a committee were formed and required to report directly back to the Board, then that meeting had to be conducted in accordance with Oregon's Public Meeting law. The same was to be expected if a quorum of the Board attended committee meetings.

**It was moved by Hillis and seconded by Stovall to amend the Board Operations document by striking the portion in 1.a. that says "including any meetings of subcommittees or advisory groups appointed by the Board". A new section "b" will be added that states "Meetings of subcommittees or advisory groups reporting directly back to the Board will also be conducted in accordance with Oregon's Public Meetings Law (ORS 192.610-192.710 and ORS 192.990)." The motion passed unanimously.**

## **9. Adjournment**

**It was moved and seconded (Vollmer/Henderson) to adjourn the regular Board meeting at 5:34 p.m. in order to begin the Budget Committee meeting. Motion passed unanimously.** The remaining items on the agenda are to be moved to next month.

Respectfully submitted, DeRese Hall