



**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY
September 8, 2015**

Board members present: Guy Chittenden, Stephen Hillis, Bill Vollmer, and Susan Stovall
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

Bill Vollmer moved to approve the agenda with flexibility. Stephen Hillis seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Stovall and seconded by Hillis to accept the summary of the regular board meeting minutes of July 21, 2015. Motion carried.

4. Financial Review

It was moved and seconded (Hillis/Stovall) to accept the financial review as presented. Motion carried.

5. Executive Session

No executive session was needed at this time.

6. Unfinished Business

Facilities planning:

It was the consensus of the board that a special meeting be scheduled in order to deal with information gathered during the site visits at the Crook County Library and the Sisters Public Library. During this special meeting other aspects of the building project will also be addressed. A Doodle Poll will be sent to everyone in order to choose a date. This meeting will not take place until at least the end of October as Hillis will be gone and it is desired that all board members be present. The assigned homework will be to take another look at the Turi document and to also make a list of pros and con items that were noticed during the site visits. Other positives and negatives can be listed of what each board member would like to see (or avoid) in a new library building. Board members will email their lists to the director who will compile a master list.

100th birthday celebration:

A letter was sent to the Endowment Foundation inviting them to take the lead on planning the festivities of the 100th birthday of the library. The actual day of that special event is Monday, July 25, 2016. The letter was sent on August 27 and there has been no response back as of yet.

New Business

Board member resignation:

On August 26, Janet Pacheco Fisher tendered her resignation effective immediately. As per the policy manual a notice was placed at the library asking for interested candidates to submit a letter of interest to the director. If there are no submissions by Wednesday, September 9, the board will be prepared to appoint someone at their next meeting. It was expressed that searching out a balanced membership of the board would be desirable – but it was also noted that it is very difficult to find those that are willing to give their time to public service. Due to Pacheco Fisher's resignation, Vice Chair Guy Chittenden moved into the board chair position and **it was moved and seconded (Hillis/Stovall) to elect Bill Vollmer as the new Vice Chair. The motion passed unanimously.** As Pacheco Fisher was also a signer on two of the district's checking accounts, it was the consensus of the board that Stovall join Stephen Hillis, Bill Vollmer, and DeRese Hall as check signers. Hall will call the bank and try to get the necessary paperwork started so that Hillis can sign the appropriate documents before leaving town.

Board Governance

Governing Style (page 11):

In paragraph #2, in regards to the second line from the bottom **it was moved and seconded (Hillis/Stovall) to strike the words “outside the District”. Motion passed unanimously.** Paragraph number 4 on the same policy is a revised policy statement and is having its 2nd reading. On this paragraph the words “At each Board meeting the Board will monitor and discuss its process and performance” will be stricken. In its place will be the sentence “Once a year the Board will conduct a thorough evaluation to discuss its process and performance”. **It was moved and seconded (Vollmer/Stovall) to accept this as the revised policy. Motion passed unanimously.**

Board Job Description (page 3): the consensus is that the board is in compliance.

Executive Limitations

Global Executive Constraint (page 20): the consensus is that the board is in compliance.

Linkage

Accountability of the Library Director (page 23) / Global Board-Library Director Linkage (page 25): the consensus is that the board is in compliance.

Policy Overview

Review of the entire Purchasing Policy and the addition of a De Minimis Policy:

It was recommended by the library’s accountant that the board adopt a De Minimis Policy. **It was moved and seconded (Hillis/Stovall) to accept the presented Di Minimis Policy as the first reading and add it to the Purchasing Policy as page 17. Motion passed unanimously.**

Further review of the entire Purchasing Policy brought questions and discussion but no other revisions.

Director/Youth Services Report

There was further discussion on landscaping issues, bicycle check outs, SDAO’s Duties and Liabilities workshop, the See to Read program, eBooks in regards to the Warm Springs Academy, passes to the Hi Desert Museum, and the finances and vacancies of the property rentals.

Library Closures

Monday, October 12 the library will be closed for maintenance and staff training.

Upcoming Dates

Tuesday, October 13 at 4:00 pm will be the next regularly scheduled board meeting.

Agenda/Budget Addition

There were no additions at this time.

Other

Adjournment

It was moved and seconded (Stovall/Vollmer) to adjourn the meeting at 5:50 p.m. Motion carried.

Respectfully submitted,
DeRese Hall