



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

October 13, 2015

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

1. Call to Order

The meeting was called to order at 4:24 p.m. by board chair Guy Chittenden. There was no public comment.

2. Agenda

Susan Stovall moved to approve the agenda with flexibility. Bill Vollmer seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Stovall and seconded by Vollmer to accept the summary of the regular board meeting minutes of Sept 8, 2015. Motion carried.

4. Financial Review

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

5. Executive Session

No executive session was needed at this time.

6. Unfinished Business

Governing Style – page 11 of the Governance portion of the policy manual:

It was moved and seconded (Stovall/Vollmer) to accept the 2nd reading of page 11, Governing Style. The motion passed unanimously.

100th birthday celebration:

The Endowment Foundation responded that they had received the letter from the Board inviting them to spearhead the 100th birthday celebration. They have been trying to gather their members for a board meeting. It was mentioned that “we could probably come up with some good ideas, but not sure how much everyone can do”. The board will be waiting to hear what is decided at the Foundation meeting.

New Business

Board member selection:

The Board received a letter of interest from Janet Henderson. **It was moved and seconded (Vollmer/Stovall) to accept Janet Henderson’s letter of interest and appoint her to fill the vacant board seat. Motion passed unanimously.**

Board evaluations:

Yearly evaluations were sent out as homework for the Board to complete and bring to the meeting. After sharing their thoughts, it was the consensus of the Board that they fulfill most of their duties at the highest levels allowed on the evaluation form. As far as goals listed on the Library Board Member Goal Sheet, it was determined that where one board member might be less inclined to a particular goal, another person may excel, thus going a long way towards having a balanced Board. Actual papers were turned in by all members except Hillis and Vollmer. Stovall would like to have their forms also so that she may add them to her file.

Check signing:

It was brought to the accountant's attention that there are times when a reimbursement check for the Director might wait in the file cabinet for a second check signer to come and sign. He explained that when there are two or more signatures necessary on checks, it is acceptable that one of those signatures be the payee on a check. **It was moved and seconded (Vollmer/Stovall) to authorize Hall to sign reimbursement checks to herself as long as there is a second signature and the amount is no more than \$500. Motion passed unanimously.** It was suggested that Hall compose a Letter of Authorization to be sent to the accountant and also to be kept in her file.

Rental update:

Two rental units are vacant once again. These units are ones that have not been renovated in a long time. They have some issues inside to be taken care of but it is not assumed that these issues will be extensive or as expensive as the ones in the past.

Board Governance

Chair/Vice Chair roles pg. 8:

The Board was deemed to be in compliance.

Executive Limitations

Financial Conditions & Activities pg. 18/Financial Planning & Budgeting pg. 19:

The Board was deemed to be in compliance.

Linkage

Monitoring Library Director Performance pg. 26 was moved to next month's agenda.

Director/Youth Services Report

Vollmer volunteered to video record some of the older resident's recollections of Jefferson County Library history if that was something that the Board would be interested in doing for the 100th birthday celebration.

At SDAO's Risk Management Training session held in Prineville, Hall learned about safety meetings and safety committees. The library will now have quarterly safety meetings at the first of each appropriate staff meeting. More staff will be able to attend these meetings and any safety issues can be dealt with in a timelier manner. If safety concerns arise, Hall will relay these issues to the Board in her Director's Report or, for more serious matters, put the item on the agenda for Board discussion.

Monitor Safety Committee will be taken off of the Board's Calendar of Events and Board Evaluation will be added (as per Governance Policy/Governing Style/section 4). The calendar will be on the agenda for approval at the next Board meeting.

Library Closures

None this coming month.

Upcoming Dates

Tuesday, November 3 was to be the date of a Special Meeting to discuss facilities. Chittenden will not be able to attend at that time so an alternate date of Tuesday, November 17 was suggested. If Stephen Hillis will be able to attend on that date, the facilities meeting will be switched.

Agenda/Budget Addition

The staff will be reminded that they are always invited to give input on any budget items that they deem to be of importance. The Board will consider all suggestions during budget time.

Other

Library information to share with senior citizens was discussed. Suggestions included handouts explaining how to use e-readers, library card information, list of films showing at annex, sharing what other items there are to check out at the library (cameras, telescope, etc), and information on home delivery of library materials.

Adjournment

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

Respectfully submitted, DeRese Hall