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Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

November 10, 2015

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

### 1. Call to Order

The meeting was called to order at 4:02 p.m. by board chair Guy Chittenden. Volunteer Debbie Ellefson was in attendance however there was no public comment.

### 2. Agenda

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

At this point in the meeting Janet Henderson was sworn in, filling Position 4 that was vacated by Janet Pacheco Fisher.

### 3. Accept Minute Summary

**It was moved by Vollmer and seconded by Hillis to accept the summary of the regular board meeting minutes of October 13, 2015. Motion carried.**

### 4. Financial Review

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

At this point in the meeting Candi Fronk and Connor Price, the auditors from Price/Fronk & Co., presented the audit. Once again their findings didn't lead to any concerns for the District. Discussion items included the cash basis of accounting, PERS reporting (no changes for the library), rental/remodel reporting, mortgage update, and the possibility of moving the Beth Crow Trust money to the Building and Improvement Fund (prepare to move the money in the spring and actually move it in July of the 2016-17 fiscal year).

### 5. Executive Session

No executive session was needed at this time.

### 6. Unfinished Business

Board Calendar of Events:

The twice a year monitoring of the Safety Committee was deleted and a once a year Board evaluation was added.

**It was moved and seconded (Hillis/Janet Henderson) to accept the changes of the Board Yearly Calendar of Events. The motion passed unanimously.**

100<sup>th</sup> birthday celebration:

The Foundation Board held a meeting on October 31 and sent a draft of the minutes of that meeting to the Library Board. There were many ideas listed of ways to celebrate the 100<sup>th</sup> birthday of the library. It was suggested that the District send a letter thanking the Foundation Board for their action and offering to support them in any way possible. Hall will present a draft of that letter (for Board approval and signatures) at the Special Meeting that is to be held on November 17.

### New Business

SDIS checklist:

In order to get an extra 2% discount on our insurance, the District must complete a checklist from Special Districts Insurance Services. After going line by line, the checklist was completed. This checklist will be submitted, making a TOTAL insurance discount of 10% to be received by the Library.

Facilities planning meeting:

The Board was reminded to bring a “pro” and “con” list to the facilities planning meeting that’s scheduled for November 17. This information will be consolidated into one large list that will be given to the architect in order to begin the planning process.

#### **Board Governance**

Board Members’ Code of Conduct, pg. 4  
The Board was deemed to be in compliance.

#### **Executive Limitations**

Emergency Library Director Succession, pg. 17  
The Board was deemed to be in compliance.

#### **Linkage**

Monitoring Library Director Performance, pg. 26 and Unity of Control, pg. 27  
The Board was deemed to be in compliance.

#### **Policy Overview**

The entire policy of Board Bylaws was reviewed. There were no changes or additions at this time.

#### **Director/Youth Services Report**

It was requested that after the youth travel to the Mock Printz workshop, more specifics are given as to what that event entails.

#### **Other**

Willow Canyon Properties (WCP) is requesting that a new contract be signed by the District. In that contract they are asking for names of “owner”, emergency contact, and two decision-making alternates. The Board agreed that the Director would be the owner, Susan Stovall would be the emergency contact, and Hillis and Vollmer would be the alternates.

#### **Library Closures**

In addition to Veterans Day, the Library will also be closed on Thursday, November 26 for Thanksgiving.

#### **Upcoming Dates**

Tuesday, November 17 for facilities planning / Tuesday, December 8 is a SDAO networking event in Prineville/and the next regular Board meeting is on Tuesday, December 8 at 4:00.

#### **Agenda/Budget Addition**

No additions at this time.

#### **Adjournment**

**It was moved and seconded (Vollmer/Henderson) to adjourn the meeting at 6:02 p.m. Motion carried.**

Respectfully submitted, DeRese Hall