

**JEFFERSON COUNTY LIBRARY DISTRICT  
REGULAR MEETING SUMMARY**

January 17, 2017

Board members present: Guy Chittenden, Stephen Hillis, Kandra Sosa, Susan Stovall (late arrival), and Bill Vollmer  
Library Director: DeRese Hall

**1. Call to Order**

The meeting was called to order at 1:05 p.m. by Board Chair Guy Chittenden. There was no public comment.

**2. Agenda**

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

At this point in the meeting, Board appointee Kandra Sosa was sworn in by Board Chair Guy Chittenden.

**3. Accept Minute Summary**

**It was moved and seconded (Hillis/Vollmer) to accept the minute summary of the regular Board meeting of December 13, 2016. Motion passed unanimously.**

**4. Financial Review**

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

**5. Executive Session**

There was no executive session.

**6. Unfinished Business**

Building Project

Mackenzie has begun work on the feasibility study – a contract will be signed soon with the changes discussed at the previous Board meeting. Hall is trying to locate blueprints of the current Library building. None were found in the Library itself and now the annex will be checked. Mackenzie has said that it won't be a problem if none can be found. Chittenden presented a Flood Mitigation Plan document from 2005 that might be of interest to the Board. The document will be placed in his file in the Director's office for others to look at.

During this segment of the meeting, current weather issues were discussed in regards to snow and flood preparation. It was suggested that sand bags be filled and placed close by. These will be located in front of the stairs leading to the annex basement.

**7. New Business**

Re-election

Hillis, Sosa, and Stovall will be up for re-election in 2017. The time frame to file in order to be on the ballot is February 4 to March 16.

Calendar of Events

The calendar was updated with Sosa's name being placed at Board position #4.

## **8. Governance**

### **Governance Quality and Cost**

There was discussion on this Governance document – specifically numbers 2, 3, and 4. Examples of “Outside monitoring assistance” (#2) was explained to be not only the audit/auditors but insurance agents as well. It was mentioned that seeing (and hearing) the community support during activities such as the 100<sup>th</sup> Centennial march in the parade, could be a form of monitoring. Also discussed was the possibility of the assistance from an educational entity such as PSU or University of Oregon for a professional survey. On item #3, “Outreach mechanisms will be used as needed to ensure that the Board listens to patrons’ viewpoints and values” was selected as something to be worked on in the future. One suggestion was that after outreach events a small questionnaire be handed out so that more responses could possibly be gathered. Another possibility is to just ASK while at an event, whether or not the attendees use the Library and if not, what the Library could offer that would be of interest. In regards to item #4, it was decided that funding for some of the ideas brought up in numbers 2 and 3 be discussed again when it was time to consider budgeting for the upcoming budget year. After this discussion (and agreeing on continuing the discussion) the Board was deemed to be in compliance.

## **9. Executive Limitations**

### **Asset Protection/Financial Conditions and Activities/Financial Planning & Budgeting**

The Board was deemed to be in compliance.

The Board took time at this point to share some insights with Sosa on several policy items and how they relate to the relations between the Board and the Library Director. Explanations were also made in regards to the monitoring of the Results Policy.

## **10. Monitor Results Policy**

The monitoring report on sections 1 and 3 was positively received. As intended, this report brought about many comments regarding programs and services and also some budgetary suggestions. The monthly outreach to Big Muddy, Camp Sherman, and Ashwood was deemed to be positive. Time spent on these extended trips take away from local school/preschool visits but is a great way to serve these outlying communities. Additional outreach was discussed and will be on the list for budget consideration in March during the Results wrap-up and Annual Vision Review. It was the general consensus that a more in depth discussion during that meeting would be the time to select future goals and to make specific notes for the upcoming budget.

Another comment was brought up as to whether or not the map that was provided to the Library District was indeed the SAME map as the Educational Service District. Vollmer will check on that and report back at the next meeting. This information will be used as a tool to measure Library outreach and to see if all areas are being served. Former methods of outreach were discussed briefly and will be discussed again in March. One of the methods of most interest was checking materials out to senior facilities.

One final comment on the Monitoring Results in regards to outreach was that it should be a high priority to find a way to market our events. This seems to be a recurring theme throughout the community.

## **11. Director/Youth Services Report**

Clarification was made on story times (they will begin at 10:10 on Tuesday, Wednesday, and Thursday mornings) and the insurance premium for Library facilities (the invoiced amount was correctly budgeted).

The question was asked whether or not to check on other insurance carriers. This issue had been discussed two years ago with our agent PayneWest and it was their opinion at that time that there wasn’t another choice that stood out over SDAO. Chittenden recently attended an SDAO networking meeting at the fire hall and met a representative from a different insurance group. If that company name can be located, PayneWest will be contacted to see if they have any information on them that could be used for future comparisons.

During computer discussion, Chittenden mentioned the use of a “pass down journal” to note problems/resolutions/or positives that happen while the Director is not in the office.

It was also mentioned that the door counter does NOT count the people that only come in to use the lobby.

With this severe winter season, it was suggested by the handyman that the Library add heating cables to the roof in order to help eliminate ice and snow build up. Hall has asked for a bid and will proceed with the project later in the spring if there are building maintenance funds available towards the end of the fiscal year. If there aren’t funds at that time, they will be added to next years budget.

## **12. Library Closures**

The Library was closed for Martin Luther King, Jr. Day.

### **13. Upcoming Dates**

Vollmer will check on what classes are available at the upcoming SDAO conference. If there are some that would be valuable to the District, he will be attending the conference in Portland on February 10-12.

The next Board meeting will be held on Tuesday, February 14 at 11:00 a.m.

### **14. Other**

Stovall shared a document from the past that helped explain Board policies and the relationship between the Board and the Director. It was requested that this document be copied and placed in Board member's file folders so they could make use of it in the future.

Distributed documents at the meeting included the new Board Bylaws policy, a copy of the District's Formation Orders, the new Emergency Library Director Succession policy, and a Board contact list.

Stovall commended the extra effort put forth by the staff during these weeks of inclement weather and, as a token of thanks for a job well done, the Board agreed to personally contribute funds for a morning coffee run.

### **15. Adjournment**

**It was moved and seconded (Hillis/Sosa) to adjourn the meeting at 3:27. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall