



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

February 14, 2017

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

1. Call to Order

The meeting was called to order at 1:04 p.m. by Board Vice Chair Bill Vollmer. There was no public comment.

2. Agenda

It was moved by Stephen Hillis and seconded by Susan Stovall to approve the agenda with flexibility. The motion passed unanimously.

3. Accept Minute Summary

It was moved and seconded (Hillis/Stovall) to accept the minute summary of the regular Board meeting of January 17, 2017. Motion passed unanimously.

4. Financial Review

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

5. Executive Session

There was no executive session.

6. Unfinished Business

Building Project

Expansion information will be coming from Mackenzie at the next Board meeting. After their presentation, the Board is hoping to be able to move into the Annual Vision Review and work session with firm ideas on the upcoming building project. It was decided that if, at the end of the meeting on March 14, there were still issues that needed more discussion, a Special Meeting would be called for the first part of April (the 4th was suggested as a good possibility).

Re-election

Hillis and Stovall were issued a reminder to contact the County Clerk before March 16 in order to receive and complete their paperwork for reelection. Sosa will be contacted by email.

7. New Business

SDAO Conference Update

Vollmer attended the conference again this year. There were a couple of sessions that will work in very well when the expansion project begins. Session information about Contracting 101 and Public Contracting were shared via email with the other Board members. Also brought up during an Immunity session at the conference was information on handling liability on Library grounds. For example, it was shared that if a board were to have a safety issue that, for whatever reason, it was decided couldn't be improved to the "highest" level of safety but after board discussion it was decided to address the issue using a "reasonable" level of safety, it would afford the board some immunity against prosecution.

At this point in the meeting a safety issue was brought up that fit in perfectly with the above example. A patron reported that the handicapped ramp was now uneven where it meets the driveway. Some of the choices are to completely remove a section of the concrete ramp (or of the asphalt driveway) and replace it, or smooth asphalt up higher on the ramp, or mark it with high visibility paint. As it is very cold at this time, most of these suggestions will need to wait for a break in the weather. It was the consensus that after professional recommendations are gathered, this issue will be addressed as soon as possible.

Other issues to address are the parking lot (weeds and debris) and trees growing in the fences. Green Thumb will be contacted to make sure these items are still on their list of duties.

Appoint Budget Committee

Meeting times were discussed earlier during the building project portion of this meeting. It was decided at that time to go with the same schedule that has been used for past budget meetings. This schedule seems to work well with all of the current Budget Committee members. That means that on Tuesday, April 11 and Tuesday, May 9 the regular meeting will begin at 4:00 p.m. and the budget meeting will follow at 5:30.

It was moved and seconded (Hillis/Stovall) to keep the existing budget committee if possible. Motion passed unanimously.

Appoint Library Director Evaluation Committee

Stovall was asked (and agreed) to send out all necessary evaluation forms. These documents will be due back before the April meeting.

8. Governance

Board Operations

The Board was deemed to be in compliance.

9. Executive Limitations

Compensation and Benefits

During discussion the Board was reminded that they were charged by the Budget Committee to seek out a way to improve staff compensation. This issue will be discussed in greater detail at the Board meeting in March.

Compensation will most likely be tied to the increase in minimum wage.

The Board was deemed to be in compliance.

10. Linkage

Delegation to the Library Director

Stovall wanted to draw attention to section 3 on this particular policy (which reads “As long as the Director uses any reasonable interpretation of the Board's Results and Executive Limitations Policies, the Director is authorized to establish all further policies and procedures, make all decisions, take all actions, establish all practices, and develop all activities.”). She went on to say that she felt very confident in the ability of the Director to handle all of these things. It was the consensus that this policy in particular, defines very clearly the duties and responsibilities of all parties in the District. Regret was shared that the newer Board members were unavailable for this conversation.

The Board was deemed to be in compliance.

11. Monitor Results Policy

The following items were discussed in regards to Results Policy sections 2 and 4:

- 1) The increasing cost of digital downloads to patrons (it was wondered how much more the budget could withstand and if the cost was deemed excessive, would it be possible to contract with a different vender).
- 2) In order to keep library materials at a certain standard (a collection that is current, reliable, and relevant), we should be including digital resources in that result.
- 3) In order to address the Result that states “residents shall be provided information...” it was discussed that perhaps the advertising budget be increased if possible.

At this point in the meeting it was requested that the Board review the Results Policy one more time before reconvening in March. At that time it is hoped that everyone will come prepared to discuss which aspect of the Results (if any) they feel needs to be addressed budget wise.

12. Director/Youth Services Report

The increase proposed by the auditor was discussed (\$4000 more per year). Seeking other auditors was an option and the Board was reminded that this was previously suggested at a budget meeting a few years ago. An investigation ensued involving other local entities. It was discovered that it was very difficult for auditors to give a bid as they don't know what they will find until they actually DO an audit - because of that, not many (if any) will give a bid. Also, the first audit is more expensive because they are starting from scratch and need to do a lot more investigation.

Information gleaned from other community entities was that some used the same firm that we currently use and were happy with them but agreed that the cost seemed high - - some had had our firm previously, let them go, did NOT like the new firm, and ended up going back to where they started.

It was suggested that Price/Fronk might consider increasing our fees in increments as opposed to \$4000 all at once. Hall will pursue that as an option. Even at that, it is not known whether or not it will be feasible to stay with them. More discussion next month.

13. Library Closures

The Library will be closed on Monday, February 20, for President's Day.

14. Upcoming Dates

The next Board meeting will be held on Tuesday, March 14 at 11:00 a.m.
Tuesday, April 11, Board meeting at 4:00 p.m. and Budget meeting at 5:30.
Tuesday, May 9, Board meeting at 4:00 p.m. and Budget meeting at 5:30.

15. Other

Hall has been summoned to jury duty for March and April.

16. Agenda and/or Budget Additions

Price/Fronk increase

17. Adjournment

It was moved and seconded (Hillis/Stovall) to adjourn the meeting at 12:25. The motion passed unanimously.

Respectfully submitted,
DeRese Hall