



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

March 14, 2017

Board members present: Guy Chittenden, Susan Stovall, Kandra Sosa, and Bill Vollmer

Absent: Stephen Hillis

Library Director: DeRese Hall

Secretary: Suzanne Britton

1. Call to Order

The meeting was called to order at 11:03 a.m. by Board Chair Guy Chittenden. There was no public comment.

2. Agenda

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

3. Accept Minute Summary

It was moved and seconded (Vollmer/Stovall) to accept the minute summary of the regular Board meeting of February 14, 2017. Motion passed unanimously.

4. Financial Review

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

5. Executive Session

Under ORS 192.660 (1)(a) an executive session was called to order at 11:07 a.m. The meeting then adjourned at 11:16 a.m. and the Board moved back in to regular session. The Director will follow up on contract issues.

6. Unfinished Business

Building Project

A meeting with Mackenzie regarding expansion information has been postponed until March 28, 2017. Chittenden will advise Hall on his availability.

Re-election

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

Library Director Evaluation

Stovall has compiled a more in depth self-evaluation form and sent it to the Director. Hall is to complete and return this form to the Board this week. The contract and evaluation packet will be emailed to the Board and is to be returned to Stovall by the first week of April.

7. New Business

Annual Vision Review

When asked if everyone “got their worksheets done”, there was no response. Stovall stated that she is feeling really frustrated as a Board member. She is wondering whether the Board is dynamic enough or excited enough to move forward. Her statements triggered a multitude of discussion during the duration of the meeting. Discussion items included: defining/changing the Results Policy, more feedback from Director to Board, clarification of when discussion items (or brainstorming) become action items, micromanaging the Director, necessity of community involvement, Board speaking with one voice to the community, staff training issues, Board preparation in regards to monthly meetings, the Board’s willingness to move ahead with facility planning, taking advantage of surplus items, Director, staff and budget providing top quality service to the community, whether or not a new facility would increase the patron base, and getting feedback (from a survey?) on how to increase usage. None of these issues had definite conclusions.

Stovall reiterated that the Results Policy (which drives the Board) and the Mission Statement are both extremely broad documents and that by using the Annual Vision Review, the Board can narrow their focus for the upcoming fiscal year. It was decided at this point to go forward with the Annual Vision Review by looking at each of the results and deciding what areas might be expanded upon and how.

1. Results 1 (*Residents of all ages have the opportunity to enhance and enrich their lives through literary and cultural programs and resources.*):
 - A. Establish a priority list of programs for funding purposes.
 - B. Piggyback with Deschutes on programs (share cost)
 - C. Puppet Theater
 - D. Contact PSU or OSU, or another organization to do a professional survey on the Library.
 2. Results 2 (*Residents have free access to library services and are able to find materials specific to their needs.*):
 - A. Allow budget to reflect expanded services
 - B. Friday hours
 - C. Senior Outreach with uncatalogued materials/large print
 - D. Expand outreach in all areas
- Results 2a (*Residents have access to current technology.*):
- A. Have computer issues resolved in a timely manner
 - B. Increase tech budget
 - C. Additional IT training for staff
- Results 2b (*Residents have access to a current, reliable, and relevant collection.*):
- A. Adding downloadable movies, music, and TV shows to collection
 - B. Adding courier one more day per week
 - C. Total increase in collection budget
3. Results 3 (*Residents have access to safe and welcoming facilities.*):
 - A. Proceed with planning process
 - B. Increase maintenance budget to allow for weather related hazards
 - C. Roof preventative maintenance (if not handled during current fiscal year)
 4. Results 4 (*Residents shall be provided information in order to be aware of the types and scope of services the library provides.*):
 - A. Advertising with consistent headline

Other:

A. Audit increase	\$1500
B. PERS	\$8400
C. Insurance (Medical)	\$3060
(Facility)	\$ 550
D. Personnel	\$10,000
E. ILS	\$3600
F. Utilities	\$1200
Total:	\$28,310

8. Governance

Board Operations

The Board was deemed to be in compliance.

9. Library Closures

None

10. Upcoming Dates

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.

11. Other

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

12. Agenda and/or Budget Additions

The audit increase proposed by Price/Fronk was discussed.

13. Adjournment

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

Respectfully submitted,
Suzanne Britton