



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

April 11, 2017

Board members present: Guy Chittenden, Stephen Hillis, Susan Stovall, and Bill Vollmer

Absent: Kandra Sosa

Library Director: DeRese Hall

Secretary: Suzanne Britton

Guests: Scott Moore and Brian Varricchione from Mackenzie

1. Call to Order

The meeting was called to order at 11:05 a.m. by Board Chair Guy Chittenden. There was no public comment.

2. Agenda

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

At this point in the meeting, Scott Moore and Brian Varricchione from Mackenzie addressed the Board. They proceeded with their presentation by going through their packet item by item (this packet will be included in the meeting summary notebook that is kept in the Director's office). Discussion included the difference between floodway and floodplain (the Library property is in both areas) / if local regulations are different than FEMA, you must always comply with FEMA / the Library would need to use waterproof materials and anchor the building / the current parking lot area on the west side of 7th street would be the best option (considering the floodway) for a new building even though it is a smaller area (roughly 90' x 225' = 20,250 sq.ft. total) – the footprint could be 10,000 to 12,000 sq. ft. without going into the floodway / it was suggested that if you were to build on the west side of 7th, you could use the current Library as the "annex building". Bottom line was that of all the possibilities discussed, building at the library's current location would be Mackenzie's last choice.

The Board thanked Moore and Varricchione for their work and had some suggestions that might make their document more user friendly. Mackenzie will look over their information and send back a revised final document.

After hearing this presentation, it was decided that other options needed to be discussed. It was also decided that building discussions needed to be done at special meetings/work sessions. Building items to consider would be having the main library across the street/acquiring property from the city or the Bean Foundation/checking on Westside again/looking for property that could accommodate a 20,000 to 25,000 sq. ft. building (including parking), speaking with real estate professionals, etc. Since there is already a regular Board meeting AND a budget committee meeting coming up in May, it was decided that the building project meeting would convene after that.

At 12:37 it was moved by Stephen Hillis to recess the meeting until 4:00. Stovall seconded and the motion passed unanimously.

Everyone returned and the meeting was called back to order at 4:00 p.m.

3. Accept Minute Summary

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

4. Financial Review

It was moved by Hillis and seconded by Vollmer to accept the financial review as presented. Discussion points concerned the overall good health of the budget, miscellaneous income, Spanish and Senior outreach, budgets being spent by the end of May, and the need to increase the insurance line item for the next fiscal year. Information was shared from the assessor on the probability of only having a 3% increase in revenue in the future. **Motion passed unanimously.**

5. Executive Session

It was moved and seconded (Stovall/Hillis) to move into executive session under ORS 192.660 (1)(i) - performance evaluation - at 4:10 p.m. Motion passed unanimously.

At 4:59 p.m. the Board came out of executive session. The Director's evaluation was discussed and the evaluation committee will meet with the Director regarding the future contract.

Britton left the meeting/Hall took over secretary duties.

6. Unfinished Business

Building Project

This item was discussed earlier in the meeting.

Library Director Evaluation

This item was discussed during the Executive Session.

7. New Business

Board Evaluation

Last year this item was placed on the Board's Annual Calendar of Events for April. Currently it has been deemed to be a duplication of what already happens in October so that item will be deleted from the calendar. During this discussion, it was suggested that questions for the Board's evaluation could come from the Governance Policy, page 11, Governing Style.

Also on the Annual Calendar it was decided to add "Director's evaluation packet to be distributed to Board" in March. In April it was decided to strike "Library Director's annual review" and add "Executive Session for Director's evaluation".

It was moved and seconded (Vollmer/Stovall) to amend the Board's Calendar with the previously discussed items. Motion passed unanimously.

8. Executive Limitations

Financial Conditions and Activities/Financial Planning and Budgeting/Treatment of Library Users

The Board was deemed to be in compliance.

9. Director/Youth Services Reports and Stats

The elm trees in the fencing between the properties will be looked into.

The proposal from Leonard (Len) Parsons of the VFW to provide the Library with a smart TV and a wall mount in order to share community information and activities was discussed. Although the Board appreciated the offer, the consensus was to decline due to the inability to control the content and because of the issue of outside advertising in the Library.

1000 eclipse glasses are coming to the library via a grant received from StarNET. These glasses will be handed out at the last Summer Reading program in July and then at the front counter as the eclipse gets closer.

The cost of a professional survey was a little larger than expected. In order to proceed with this project, it would need to be discussed during the budgeting process.

10. Upcoming Dates

Tuesday, April 11, budget committee meeting at 5:30 p.m.

April 19-21, Oregon Library Association conference in Salem.

Tuesday, May 9, Board meeting at 4:00 p.m. and budget committee meeting at 5:30 p.m.

11. Adjournment

It was moved and seconded (Hillis/Stovall) to adjourn the meeting at 5:56 p.m. The motion passed unanimously.

Respectfully submitted, DeRese Hall