



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

June 8, 2017

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

Absent: Kandra Sosa

Library Director: DeRese Hall

Secretary: Suzanne Britton

### 1. Call to Order

The meeting was called to order at 4:35 p.m. by Board Chair Guy Chittenden. Chittenden turned the meeting over to Bill Vollmer to proceed as chair due to illness.

### 2. Agenda

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

### 3. Public Comment

None

### 4. Accept Minute Summary

**It was moved by Hillis and seconded by Chittenden to accept the minute summary of the regular Board meeting of May 9, 2017. Motion passed unanimously.**

### 5. Financial Review

Based on consensus, the board accepted the financial review as presented.

### 6. Executive Session

The board went into executive session under ORS 192.660 (1) (a) employment - at 4:43 p.m.

At 5:00 p.m. the Board came out of executive session. **Hillis moved to offer the contract to the Executive Director, DeRese Hall. Stovall seconded the motion. The motion was passed unanimously.** The contract will be printed and signed after the meeting.

### NEW BUSINESS

#### 7. Resolution

**Stovall moved to accept Resolution 17-01, adopting the budget, making appropriations, imposing the tax, and categorizing the tax. The resolution was read into the minutes. Chittenden seconded and the motion passed unanimously.** The entire printed Resolution will be included with these minutes and placed in the "Minutes and Public Records" notebook.

#### 8. Transfer of Funds

**Stovall moved to allow the director and accountant, to move end of year funds to the Building and Improvement Fund. The motion was seconded by Hillis and passed unanimously.**

#### 9. Election of Board Officers

**Stovall moved to nominate Stephen Hillis to be the Board Chair for the upcoming term starting July 1, 2017. Vollmer seconded the motion and Hillis accepted the nomination.**

**Hillis moved to nominate Stovall for Vice Chair for the upcoming term starting July 1, 2017. Chittenden seconded the motion and Stovall accepted the nomination. Both motions passed unanimously.**

## **10. Check signers for the new year**

It was the consensus of the board to leave the check signers in place and not make any changes.

## **11. Annex Issues**

The current annex policy was reviewed.

Three letters of dissatisfaction were addressed to the Board – one from a yoga instructor that routinely uses the annex and two from her students. The pertinent issue, and all emails in relation to that issue, had previously been forwarded to the Board of Directors so discussion was succinct (this paperwork will be filed in the “Minutes and Public Records” notebook that can be found in the Director’s office). Stovall stated that she backed the Director – that there was a policy in place and it was followed as it should be. Hillis agreed and expressed his thought that not everyone was given the correct information causing the situation to be blown out of proportion. He reiterated that everyone using the annex follows the same rules. A letter from the Board will be composed and sent to all concerned parties as soon as possible.

### **Annex key policy**

Due to the number of meetings held by AA, their group leader has had a key given to him in order to help facilitate their meetings. **Vollmer moved to accept this exception and Hillis seconded the motion. The motion passed with Chittenden abstaining.**

The annex policy states that the kitchen area is available to use. The library does not, however, supply items to be used there such as dishes, utensils, coffee pots, etc. There was discussion on whether those items should be supplied. After discussion, it was decided to leave the current policy in place.

The library staff is working on barcoding all of the annex keys. In order to check out a key, the responsible party must have a library card. There will be guest cards for those using the annex from out of the area. Each employee will have a Google calendar on their desktop in order to make scheduling easier and to help with the privacy issues of those using the annex. It is hoped that in the future the paper calendar will become redundant and can be phased out.

Annex usage and attendance stats were discussed.

## **12. Upcoming Dates**

The next Board meeting will be Tuesday, July 11, 2017 at 4:00 p.m. Stovall will not be available to attend that meeting.

## **13. Board Governance**

Global Governance Commitment – pg. 9. It is the consensus of the Board that they are in compliance.

## **14. Executive Limitations**

Collection Development – pages 13-14. It is the consensus of the Board that they are in compliance.

## **15. Library Closures**

The library will be closed on Tuesday, July 4, 2017.

## **16. Other**

The poster of the 100 year celebration has been framed and will be displayed. The school district map will be taped to the back of the Library District map that was just laminated and is now in the annex foyer.

## **17. Adjournment**

**It was moved and seconded (Hillis/Chittenden) to adjourn the meeting at 5:45 p.m. The motion passed unanimously.**

Respectfully submitted, Suzanne Britton