



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

July 12, 2016

Board members present: Guy Chittenden, Janet Henderson, Stephen Hillis, and Bill Vollmer
Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 4:00 p.m. by Board Chair Guy Chittenden. There was no public comment.

2. Agenda

Bill Vollmer moved to approve the agenda with flexibility. Stephen Hillis seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Hillis and seconded by Vollmer to accept the minute summary of the Special Meeting of May 24, the Special Meeting of June 7, the Budget Hearing of June 14, and the Regular Board Meeting of June 14, 2016. Motion passed unanimously.

4. Financial Review

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

5. Executive Session

There was no executive session.

6. Unfinished Business

100th Birthday Celebration

Vollmer and Chittenden were unable to attend the joint meeting with the Endowment Board on July 11. They were apprised of what the committees have accomplished so far. Preparation for the Business After Hours event and the July 25 event is continuing. Food and drinks for both events have been decided upon and activities/entertainment during the birthday party are set. A volunteer sign-up sheet for Monday the 25th will be sent out to all interested parties so that they may fill in a time and spot in which they would like to help.

Revisit Special Meeting with Architects

All present viewed the meeting with the architects as successful. It was decided to move forward with the next step.

It was moved and seconded (Vollmer/Hillis) to request a written proposal from the architects for a needs assessment, feasibility study, and preliminary concepts in order to move forward. Motion passed unanimously.

7. New Business

End of Year Financial Review

It was thought that the budget for the 2015-2016 fiscal year was spent wisely. The only two issues mentioned from the financial review were grant related – 1) line 7070 Film Center expenses (this figure looked like it was way over budget but in reality the committee spent grant money that had been awarded) and 2) line 7017 shows that one of the grants from JCCC was overspent. Hall will check on that issue and report back to the board.

Annual Calendar

It was moved and seconded (Janet Henderson/Hillis) to accept the amended Board Calendar of Events for 2016-2017. Motion passed unanimously.

Conflict of Interest Forms

These forms have now been completed by the entire Board. They will be filed in the Minutes and Public Records notebook.

Madras Urban Growth Document

This urban renewal action plan was just completed by the city. The Board was sent the document electronically but paper copies were requested. These will be compiled and placed in their file folders.

8. Governance

Governing Style

The Board was deemed to be in compliance.

9. Executive Limitations

The Board was deemed to be in compliance with 1) Financial Condition and Activities and 2) Financial Planning and Budgeting.

10. Director/Youth Services report

Comments were made on the change to the DVD checkout limits. DVDs were the only items in the system with a limit while all other materials fell under the "100 total items" limit for checkouts. In essence, if a patron wished to do so, they could now check out 100 DVDs. All of our libraries (Crook, Deschutes, and Jefferson) will be closely monitoring this change.

11. Upcoming Dates

All present wished to meet as soon as possible after the architects submit their written proposal. This will either be a Special Meeting or at the next regular Board meeting. If no information has been received in time for the August meeting, that Board meeting will be cancelled.

12. Other

A final written report and budget document was submitted by the Community Read committee. The Board wished to thank the committee and it was agreed that the committee continues to do a great job!

The additional information that was requested about the Rural Organizing Project was appreciated.

A preview of the "future" display board was presented by Henderson. Everyone was pleased with the way it was shaping up. It was suggested that a visual of a community meeting room also be added to the display.

13. Adjournment

It was moved and seconded (Hillis/Henderson) to adjourn the meeting at 5:04. The motion passed unanimously.

Respectfully submitted,
DeRese Hall