



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

September 13, 2016

Board members present: Janet Henderson, Susan Stovall, and Bill Vollmer
Library Director: DeRese Hall
Late arrival: Guy Chittenden
Guest: Mick Knobel, Library Accountant
Absent: Stephen Hillis

1. Call to Order

The meeting was called to order at 4:07 p.m. by Board Vice Chair Bill Vollmer. There was no public comment.

2. Agenda

Susan Stovall moved to approve the agenda with flexibility. Janet Henderson seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Stovall and seconded by Henderson to accept the minute summary of the regular Board meeting of August 9, 2016. Motion passed unanimously.

4. Financial Review

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

5. Executive Session

There was no executive session.

6. Unfinished Business

Building Project (by Board request, this portion of the summary will be more detailed)

The new proposal from Mackenzie was discussed. It was agreed that the information being offered was necessary in regards to the entire building project but concern was still expressed as to the timing of said project.

Nick Snead, Community Development Director for the City of Madras, was approached in regards to expanding the Library. His biggest concern was that the District pay the utmost attention to the flood plain/floodway that surrounds the Library - this would be in Mackenzie's wheelhouse. Snead was also asked about setbacks in regards to expansion. There would need to be a 12 foot setback between the property line of the rentals and the Library - there is no setback requirement between the Library and the annex.

Preceding the meeting, Henderson and Hall took tape measure to pavement and it seems that the possible expansion area between annex and Library could possibly be 42' x 66' which equals 2,772 square feet. Using the high end figure of construction costs that was provided by Oregon Architecture back in December (\$120 per square foot), the proposed project would come in at approximately \$332,640. The Board, along with Library accountant Mick Knobel, stepped outside to take a look at the property in order to have a better idea of what was being proposed. Board Chair Chittenden arrived at the meeting at this time and after a brief update, also took a look at the space proposed for the expansion.

Knobel proceeded to explain the document that he had prepared in order to bring financial awareness to the Board in regards to the General Fund and the Building and Improvement Fund (BIF) of the Library District and how much money would be available at this time for a building project (that document is included in the Minutes/Summary documents in the Board's monthly meetings notebook).

Knobel's highlights included:

- 1) "special" funds broken out of the budget such as the Beth Crow Trust (discussion included: if that money was kept separately and **not** spent on the small expansion, it would most likely be quite a while before a true genealogy section could be added to the library – and what impact would there be on the Family Finders?)
- 2) some of the money in the BIF truly belongs to the General Fund
- 3) the income generated from '05 - '14 averages \$47,000 per year
- 4) for every \$100,000 that the library might need to borrow for the project, the yearly payment (with interest and principle) would be \$7200 (at 4% over 20 years)
- 5) if the Library needed \$250,000 in order to move ahead with the small expansion project, it could do that (using the scenario in #4) and still save approximately \$32,500 per year toward future expansion
- 6) using all income from the year (saving \$0 per year), the library could borrow \$618,812 with #4's scenario

In Knobel's opinion, if an entire building project could be done with \$500,000, it would be worth exploring the possibilities now. If it were to be much more than that (and no grant money could be found), the project should be delayed.

Discussion then continued about choosing bits and pieces from Mackenzie's proposal in order to help calculate whether an expansion project would be feasible at this time. It was also mentioned that the Endowment Foundation has funds to be used towards a building project.

Board consensus: the Board is in agreement that they are ready to look into the possibility of putting an expansion on the existing library. The next step will be a work session – date to be determined at the next meeting.

Board Chair Chittenden presided over the meeting from this point.

7. Policy Overview

General Operations

Discussion began and some changes were noted. Due to time constraints however, the overview will continue in October beginning at "Computer Replacement". Stovall suggested that a stronger policy be added in to the "Rules of Conduct" section. A portion of a Deschutes policy was presented as an example. The Board was asked to look over that policy and make suggestions on a possible addition dealing with behavior issues.

8. New Business

Fee Changes

The consensus of the Board was that Hall could change the quarterly fee immediately from \$12 to \$15 for out of District patrons.

9. Other

The SDAO Best Practices Checklist was handed out so that the Board could fill it in before the next meeting.

Janet Henderson announced that she would be resigning from the Board due to her relocation to Medford. She would be turning in her letter of resignation as soon as she could but would be gone before the October meeting. The Board expressed their disappointment but wished her well and understood her desire to be closer to family.

Vollmer passed out centennial calendars from the District's 100th birthday celebration.

10. Linkage

Accountability of Library Director (page 23) and Global Board/Library Director Linkage (page 25) were tabled at this time. These will be monitored in October.

11. Director/Youth Services report

No comments made at this time

12. Library Closures

Monday, October 10, the Library will be closed for facilities maintenance and staff training.

13. Upcoming Dates

October 11 – next regular Board meeting

14. Agenda Building/Budget

The SDAO networking event, attended by Chittenden, will be added to next month's agenda. "Off the Shelf"-type advertising was suggested as a budget consideration for 2017-18.

15. Adjournment

It was moved and seconded (Vollmer/Henderson) to adjourn the meeting at 6:04. The motion passed unanimously.

Respectfully submitted,
DeRese Hall