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## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

October 11, 2016

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

### 1. Call to Order

The meeting was called to order at 4:02 p.m. by Board Chair Guy Chittenden. There was no public comment.

### 2. Agenda

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

### 3. Accept Minute Summary

**It was moved by Stovall and seconded by Bill Vollmer to accept the minute summary of the regular Board meeting of September 13, 2016. 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

There was no executive session.

### 6. Unfinished Business

#### Building Project

Information from the September meeting was shared with Hillis. This discussion generated more questions among the Board. It was decided that the Board would review the tape recording of the minutes that included information shared by the Library's accountant, Mick Knobel. Additional questions would be noted at that time. Other building issues were brought up but it was suggested that most of those items be discussed at the special meeting/work session. Thursday, October 27, at 10:00 a.m. was selected as the date for a special meeting to discuss the building project.

#### General Operations Policy

The policy overview was completed. **It was moved and seconded (Hillis/Stovall) to approve the changes in the Operations Policy. The motion passed unanimously.** It was also decided that the Behavior document suggested by Stovall would be beneficial to the policy. This document was adjusted to reflect the views of the District and will be presented at the next meeting for inclusion.

#### SDAO Networking Meeting

On Wednesday, August 24, Chittenden attended a networking meeting for special districts from around our community. He shared several discussion items from that meeting such as insurance options (WHA Insurance), federal and state surplus programs (for office equipment, vehicles, etc.), SDAO internships, the benefits of grant writing, and the availability of online trainings.

#### Ethics Best Practices Checklist

The Board collectively went through the checklist so that it could be submitted to SDAO. The checklist was for Board "self-assessment" on matters relating to ethics.

## **7. New Business**

### Board Vacancy

One letter of interest has been submitted to the Board – there have been several other inquiries. The next step in appointing a new member will be determined at the upcoming Special Meeting.

### Board Self Evaluation and Goal Sheet

These were turned into Stovall who will compile them for the next regular meeting – Vollmer will email his directly.

### Proposed Ethics Policy

**It was moved by Hillis and seconded by Stovall to accept the two page Ethics Policy and add it to the Board Bylaws. The motion passed unanimously.**

## **8. Governance**

The Board was deemed to be in compliance with “Chair/Vice Chair Roles”.

## **9. Executive Limitations**

The Board was deemed to be in compliance with “Financial Condition and Activities” and “Financial Planning and Budgeting”.

## **10. Linkage**

The Board was deemed to be in compliance with “Accountability of Library Director” and “Global Board/Library Director Linkage”.

## **11. Director/Youth Services Report**

Several items were discussed from the Director’s Report. They included the increase in PERS, Deschutes possibly changing the ILS, the upcoming holiday schedule, adding one more day to the courier, statistics, the stolen laptop, and the door count that we are using to compare our open days.

## **12. Library Closures**

Holiday closures will remain the same as in the past.

## **13. Upcoming Dates**

Thursday, October 27 (just added as a Special Meeting)

November 8 – next regular Board meeting

## **14. Other**

It was suggested by Stovall that the dates of Results Monitoring be moved up one month on the Board’s Calendar of Events. Hillis reminded everyone that those dates had been chosen because it was difficult to do a comprehensive monitoring report when the timeline was so short. With Results Monitoring being used for two different things (monitoring how PAST decisions have worked out **and** looking towards the FUTURE for some budget decisions) it was decided to try moving Results up one month and adjust again for next year if necessary. **It was moved by Hillis and seconded by Stovall to accept the amended calendar. The motion passed unanimously.**

## **15. Adjournment**

**It was moved and seconded (Hillis/Stovall) to adjourn the meeting at 6:05. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall