



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT SPECIAL MEETING SUMMARY

October 27, 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 10:05 a.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. Unfinished Business

Board Vacancy

As there was more than one applicant for the open Board position **it was moved and seconded (Hillis/Stovall) to take time to review the applicants and then interview them at the November meeting.** Discussion indicated that more information needed to be gathered in the form of a Board questionnaire. This would be sent to all candidates enabling the Board to make a more informed decision on the best candidate for the position. **The motion passed unanimously.**

Building Project

It was decided to make a list of available funds for the building project. The objective was to be able to come to a consensus as to how much money the District has at this time to go towards the project and then decide whether that makes the project viable at this time.

The discussion began with whether or not to pay off the District's FlexLease agreement. There are six more payments of \$20,000 to be made and this January would be the first time that the entire loan could be paid off with no penalty. This is something that the Board has shown interest in doing from the beginning of 2012. If this loan were paid, the building project would lose approximately \$120,000 off the top but every year it would gain approximately \$24,000 that would no longer be set aside for the loan payment. These thoughts were set aside until other calculations were completed.

The calculations began with funds allocated from: the Beth Crow Trust, the general fund, the Building and Improvement Fund (BIF), and seed money from years ago. That total was \$484,710. It was then decided: not to count the Crow money at this particular moment nor the general fund. An amount of \$30,000 was also deducted for beginning work by the architect. Now the total was \$204,710. If revenue continued to go well, it was estimated that beginning in 2017 the rentals would bring in approximately \$40,000 per year and that the money that is transferred into BIF each year could be another \$40,000. This would bring available funds back to \$284,710. At this time the consensus was to pay off the FlexLease loan so \$120,000 was taken from the total making the 2017-18 estimation of available funds for the building project \$164,710. It was estimated that each year after that, with the absence of the loan payment and the addition of the rental income and general fund excess, there could be \$100,000 added to BIF every year.

Board consensus was that the building project could realistically be a three year process and by fiscal year 2020-21, after adding in Endowment Foundation (EF) funds of \$137,000 (figures provided by phone from EF treasurer Rosemary McGreer) and adding back in \$124,799 from the Beth Crow Trust, the total of accumulated funds could be \$726,509.

During the above conversation other questions, items, and/or issues came up. They were: will there be room for the genealogy portion in the new facility, are there tasks proposed by Mackenzie that could be handled by local service agencies or businesses, the Board prefers that the new facility be built with NO borrowing of money, there should be five areas of expansion including more room in staff, adult, and youth areas, and adding a community and genealogy area. It was also the consensus that the three year expansion plan would include removing the annex.

Hall has been asked to speak with the City of Madras, Community Development Director, Nicholas Snead. She will try to ascertain from him whether or not the building plan is feasible (especially in regards to the flood way), can a lot line adjustment be done to the Library's properties (and the cost of doing that), and a possible recommendation of local site engineers that might help in the initial planning process.

The Board was asked to look again at the Turi document. Ideas will be shared regarding the areas that are being considered for expansion.

Another work session date is to be selected at the November Board meeting for further facility planning. At that time Mackenzie options will be on the agenda.

4. New Business

There was no new business.

5. Other

The Henderson resignation letter was received.

It was decided that the Transportation and Vehicle Policy should be added into the General Operations Policy.

6. Adjournment

It was moved and seconded (Hillis/Bill Vollmer) to adjourn the meeting at 12:20. The motion passed unanimously.

Respectfully submitted,
DeRese Hall