



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

November 8, 2016

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

Absent: Bill Vollmer

Library Director: DeRese Hall

Guests: Candi Fronk & Connor Price from Price/Fronk & Co.

### 1. Call to Order

The meeting was called to order at 2:03 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 Hillis and seconded by Stovall to accept the minute summary of the regular Board meeting of October 11, 2016 and the special meeting of October 27. Motion passed unanimously.**

### 4. Financial Review

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

### 5. Executive Session

There was no executive session.

### 6. Unfinished Business

#### Building Project

The issue of feasibility for the building project was again discussed. After considering input from Madras Community Development Director Nicholas Snead it was decided that architect firms needed to be approached. They would be asked whether or not the library could expand to the east taking into consideration the city's restrictions and the issue of the floodway/floodplain. **It was moved by Hillis and seconded by Stovall to have a letter sent to Nick Snead's three suggested architects, plus the architect we have previously worked with, for preliminary building feasibility. The motion passed unanimously.**

#### General Operations Policy

The policy overview was completed. **It was moved and seconded (Stovall/Hillis) to approve the entire General Operations Policy with the inclusion of the new Behavior document and Transportation policy. The motion passed unanimously.**

#### Appoint New Board Member

There were three applicants for the vacant Board position. Two of those applicants (Clowers and Sykes) asked to be taken out of the running because of personal reasons – that left new applicant Kandra Sosa. It was discussed that Ms. Sosa, being a young mom and a resident of Culver, would represent a demographic that is not currently represented on the Board. Sosa also mentions in her letter of interest that she would communicate with the Latino community. This position is up for election in May of 2017 giving Ms. Sosa time to decide whether or not she wishes to continue as a Board member. **It was moved by Hillis and seconded by Stovall to accept Kandra Sosa's application to join the Board. The motion passed unanimously.**

## Board Self Evaluation and Goal Sheet

Stovall compiled everyone's evaluation. According to the results, the Board considered itself to be doing a good job overall (especially in regards to their Bylaws) with the possible exceptions of knowing specific laws without double checking, new Board member orientation, and "regularly" attending meetings/conferences. During discussion, their comment on these exceptions was that possibly they were being too hard on themselves personally and that, as an entire Board, they indeed do a very good job! Stovall thanked everyone for their participation.

## 7. New Business

### Payment on FlexLease Loan

Previously it had been decided to pay off the loan for the mortgage. Upon further investigation however it was learned that even though there was money in the Building and Improvement (BIF) fund to pay it off, there hadn't been any money allocated during the budgeting process to the General Fund. That meant that a total payoff would need to wait until it was budgeted into next fiscal year. However, it is possible at this time to make an extra \$30,000 payment by resolution. Resolution 16-02 states that \$30,000 would be transferred from the contingency fund into the Mortgage Principle line item. **It was moved by Hillis and seconded by Stovall to accept resolution 16-02. The motion passed unanimously.**

### Audit Report

At this point in the meeting Candi Fronk and Connor Price from Price/Fronk & Company joined the meeting. Their presentation was in booklet form again this year (and will be included with this summary). As they went through page by page, items that were discussed in more detail were: as a political subdivision of the State of Oregon the library can accept donations, capital assets hadn't changed much, net position is a good number to look at (it's hoped that it is always going up), rental income is increasing, PERS for the Library has gone from an asset (last year) to a liability due to its large increase from the Morrow Supreme Court decision, and that the Library has never gone over budget.

**It was moved and seconded (Stovall/Hillis) to accept the audit report as presented. The motion passed unanimously.**

## 8. Governance

### Board Members' Code of Conduct

The Board was deemed to be in compliance.

## 9. Executive Limitations

### Emergency Library Director Succession

Previously the Board felt that something was amiss with the Emergency Library Director Succession policy. After some discussion it was decided that an addition to the contact list needed to be prepared for the Board that included names and numbers to be used if an emergency situation arose in regards to the Director being unable to perform his/her duties. It's hoped that these contacts would make any sort of needed transition from the traditional Library Director to a "fill-in" Library Director as seamless as possible. **It was moved and seconded (Stovall/Hillis) that the Board did not feel in compliance with the Emergency Library Director Succession policy so in order to bring them into compliance this remedy was put in place. The motion passed unanimously.** A policy amendment will be presented at the December Board meeting.

## 10. Linkage

### Unity of Control

The Board was deemed to be in compliance.

## 11. Director/Youth Services Report

With in-house Library computers being used less and less, staff will be discussing the possibility of raising the one hour time limit to two hours with NO extensions.

The entire Board Bylaws Policy will be discussed in December (the Board has asked for a homework reminder).

It was requested that after the first of the year the Board be presented with an update on how the Friday opening has been going.

## 12. Library Closures

Friday, Nov. 11 for Veteran's Day – Thursday, Nov. 24 and Friday the 25th for Thanksgiving.

**13. Upcoming Dates**

The next regular Board meeting will be December 13 at 11:00 a.m. There was a discussion on the possibility of changing the time due to the working schedule of the new Board member. This will be on the agenda for next month.

**14. Other**

As of January 2017 the Library will need to have a Whistleblower Policy in place. A proposal will be sent to the Board for next month's meeting.

The upcoming beading class was filled before the advertisement came out in the Madras Pioneer.

The Endowment Foundation received a \$25,000 donation from Mr. and Mrs. Waldmann, former Madras residents.

**15. Adjournment**

**It was moved and seconded (Hillis/Stovall) to adjourn the meeting at 4:00. The motion passed unanimously.**

Respectfully submitted,  
DeRese Hall