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Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

December 13, 2016

Board members present: Bill Vollmer, Stephen Hillis, and Susan Stovall  
Library Director: DeRese Hall  
Absent: Guy Chittenden and new Board appointee Kandra Sosa

### 1. Call to Order

The meeting was called to order at 11:03 a.m. by Vice Chair Bill Vollmer. 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 and seconded (Stovall/Hillis) to accept the minute summary of the regular Board meeting of November 8, 2016. 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

Proposals and comments from Mackenzie, Phoenix, and Steele Associates were discussed. It was agreed to move forward with Mackenzie for the feasibility stage of this project. The Board requested some changes to the proposal. These were noted and will be reflected in the final agreement.

It was decided that all communications would go through the Director and that there might be areas where Vollmer would then be contacted should Mackenzie need local assistance.

After this study is completed, it is the Board's expectation that they will first and foremost be able to decide HOW to proceed with the building planning process. That decision will include whether or not to stay at the current location and (if yes) what financial implications can be expected because of the floodway/floodplain.

Another expected outcome is information regarding different scenarios of expansion.

**It was moved by Hillis and seconded by Stovall to authorize the Director to negotiate the contract with Mackenzie for the purpose of preliminary investigation of the feasibility of adding on to the Library – not to exceed \$10,000. The motion passed unanimously.**

#### Emergency Library Director Succession

New wording was requested for this document – two choices were presented.

**It was moved by Hillis and seconded by Stovall to amend the Emergency Library Director Succession wording to say “fail to prepare a document that lists staff and their corresponding responsibilities in general library operations so that as a unit they may function as temporary Library Director”. The motion passed unanimously.**

This document will be included in the policy manual and each Board member will have an extra copy for their notebook.

## **7. New Business**

Swearing in of new Board member

The Board appointee was unable to attend the meeting – she will be sworn in at the January Board meeting.

Whistleblower Policy

**It was moved by Hillis and seconded by Stovall to accept the first reading of the Whistleblower Policy. The motion passed unanimously.**

After its second reading, this policy will be placed in the Personnel portion of the policy manual between the sections on District Expectations and Non-Discrimination.

## **8. Governance**

Board Committee Principles

The Board was deemed to be in compliance.

## **9. Executive Limitations**

Communication and Support to the Board

The Board was deemed to be in compliance.

## **10. Policy Overview**

Board Bylaws

This policy was reviewed page by page. Changes were suggested and discussed.

**It was moved by Hillis and seconded by Stovall to approve the Board Bylaws as changed during Board discussion. The motion passed unanimously.**

An approved policy will be added to this document.

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

Discussions included: Friday hours, computer issues, and movie theater advertisements.

## **12. Library Closures**

Holiday closures were discussed.

## **13. Upcoming Dates**

New days and times for future Board meetings were discussed. Tuesday still seem to work the best for the group. It was agreed to move the meetings so that they were earlier in the day hoping that would be more convenient for the newest Board member. The next meeting will be Tuesday, January 10 and begin at 1:00 p.m.

## **14. Other**

Vollmer will check online for more information about the SDAO conference.

## **15. Adjournment**

**It was moved and seconded (Stovall/Hillis) to adjourn the meeting at 12:47. The motion passed unanimously.**

Respectfully submitted,

DeRese Hall