

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY**

January 9, 2018

Board members present: Guy Chittenden, Karen Esvelt, Stephen Hillis, Susan Stovall, and Bill Vollmer
Library Director: DeRese Hall
Secretary: Suzanne Britton

1. Call to Order

The meeting was called to order at 4:00 p.m. by board chair Stephen Hillis.

2. Approve Agenda

It was moved by Bill Vollmer and seconded by Susan Stovall to approve the agenda with flexibility. The motion passed unanimously.

3. Public Comment

None

4. Accept Minute Summary

Karen Esvelt moved and Stovall seconded to approve the regular board meeting minutes of December 12, 2017 as amended. Motion passed unanimously.

5. Financial Review

It was moved by Stovall and seconded by Vollmer to accept the financial review as presented. Motion passed unanimously.

6. Executive Session

None

7. UNFINISHED BUSINESS

New Facility Update

The director presented a proposal from Fred Gast of Fred C. Gast Jr. Architect, LLC to the board. **It was moved by Vollmer and seconded by Esvelt to accept Mr. Gast's proposal not to exceed \$6000. Motion passed unanimously.**

A facilities progress report will be sent to the Endowment Foundation through their chairperson Sandy Jackson. That report will include an invitation to attend a future board meeting in order to learn what information was gathered by the architect.

8. NEW BUSINESS

Rental Report

A 12 month comparison report on the rental properties was presented. The report was discussed amongst the board – no issues were noted at this time.

9. Governance

Governance Quality and Costs

The board agreed that the library is in compliance with page 10 of the policy.

At February's meeting Vollmer will share pertinent information gathered at the SDAO conference.

10. Executive Limitations

Asset Protection

During discussion on this topic, board consensus on page 12, item 3 was that the chairs in the annex should be disposed of as they wear out. When the supply of chairs reaches the point that we are unable to support library programs, it will be time to begin purchasing new chairs.

The board agreed that the library is in compliance with page 12 of the policy.

Financial Condition and Activities

The board agreed that the library is in compliance with page 18 of the policy.

Financial Planning and Budgeting

The board agreed that the library is in compliance with page 19 of the policy.

11. Monitor

Results Policies 1 and 3

This agenda item was moved to the February board meeting.

12. Director and Youth Services Reports/Stats

Discussion included the possibility that Deschutes will be doing away with fines. If this occurs, Jefferson County and Crook County will need to follow suit.

Hillis mentioned that he saw an advertisement that the Bend Library is offering free certification classes online. He did not know if this was one of their own library programs or something thru the system that our patrons could take advantage of. Hall will check on this issue.

The board discussed different ways to show their appreciation to the Library Community Band and the staff.

13. Library Closures

The library will be closed on January 15th, for MLK Jr. Day.

14. Upcoming Dates

The next regular board meeting will be on February 13, 2018 at 4:00 p.m.

15. Agenda/Budget Additions

The director will invite the Endowment Foundation to attend an upcoming board meeting. At this meeting news will be shared from Architect Fred Gast about the new library facility.

16. Other

Vollmer will be attending SDAO in February. If any board members have information they would like from SDAO, they will need to get in contact with him.

17. Adjournment

It was moved and seconded (Stovall/Vollmer) to adjourn the meeting at 5:07 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton