



241 SE 7th
Street
Madras, OR
97741

JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

June 5, 2018

Board members present: Guy Chittenden, Karen Esvelt, Stephen Hillis, Susan Stovall, and Bill Vollmer

Guest: Mike McHaney

Library Director: DeRese Hall

Secretary: Suzanne Britton

1. Call to Order

The meeting was called to order at 3:04 p.m. by Board Chair Stephen Hillis.

2. Approve Agenda

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

3. Public Comment

None

4. Accept Minute Summary

It was moved by Stovall and seconded by Karen Esvelt to approve the regular board meeting minutes of May 1. Motion passed unanimously.

5. Financial Review

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

6. Executive Session

The board moved into executive session under ORS 192.660 (1) (a) employment – at 3:17 p.m., and moved back into regular session at 3:53 p.m. **It was moved by Vollmer and seconded by Stovall to renew the contract of the director as discussed in executive session. Motion passed unanimously. It was moved by Stovall and seconded by Esvelt to increase the Director's salary as discussed in executive session. Motion passed unanimously.**

7. Unfinished Business

New Facility

There will be a Westside Community Campus meeting on Friday, June 8, focusing on the architect's drawing of the new facility in relation to the entire campus. It was discussed that this project needed to keep moving forward and that at some point in the future the board and the library's accountant, Mick Knobel, would need to meet again to confirm the financial health of the district.

SDAO Conference Report

All board members were asked to look through the conference information that was provided on their thumb drives. Anything that they wished to discuss in future meetings would be added to the agenda. Vollmer suggested that all board members look through the sections on public records and executive sessions in particular.

8. New Business

Budget Resolution

Stovall moved that the Board of Directors of the Jefferson County Library District hereby adopts the budget for the fiscal year 2018-2019 in the amount of \$2,387,208.00 with the caveat of an increase in insurance and the director's salary. Resolution 18-01 was read into the recorder in its entirety and a copy will be attached to these minutes. Vollmer seconded and the motion passed unanimously.

Motion to allow transfer of funds

It was moved by Esvelt and seconded by Vollmer to allow the director and the accountant to transfer end of year funds from the General Fund to the Building and Improvement Fund. Motion passed unanimously.

Election of Board Officers

It was moved and seconded (Vollmer/Esvelt) to elect Stephen Hillis as Board chair and Susan Stovall as vice chair. Motion passed unanimously.

Signers on checking account

It was moved by Vollmer and seconded by Stovall to retain the current signers on the checking account for the 2018-2019 year. Signers would continue to be Hall, Hillis, Vollmer and Stovall. The motion passed unanimously.

Director's contract review/renewal/negotiation

See Executive Session.

9. Governance

Global Governance Commitment

The board agreed that the library is in compliance with page 9 of the policy.

10. Executive Limitations

Collection Development

The board agreed that the library is in compliance with pages 13-14 of the policy.

11. Director and Youth Services Reports/Stats

Director's Report

There was a discussion on increasing the fee for out of district library cards. Deschutes and Crook counties are making adjustments to their fees as tax payers are paying a much larger amount for services than out of county residents. More information will be presented at the next meeting so the board can make a more informed decision. Another discussion concerned the upcoming financial ramification of RFID being added to the circulation system. DPL has said that they will be going with this technology next fiscal year and was trying to give us plenty of warning.

The Youth Services report will be presented at a later date and added to the Minutes and Public Records notebook.

12. Library Closures

The library will be closed on Wednesday, June 6, for facility maintenance and staff meeting. It will also be closed on Wednesday, July 4 for Independence Day.

13. Upcoming Dates

Tuesday, June 19 the Summer Reading Program begins.

Tuesday, July 10 at 3:00 p.m. is the next regular board meeting.

14. Agenda/Budget Additions

None

15. Other

There was a discussion regarding work schedules and staffing for the Library.

The library director will be out of the office the first week of July.

Annex contents are insured for \$93,000. Board consensus was that this amount was enough to cover the film equipment and any other equipment/supplies in the annex.

16. Adjournment

It was moved and seconded (Esvelt/Stovall) to adjourn the meeting at 4:48 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton