



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

August 8, 2017

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

Absent: Stephen Hillis

Library Director: DeRese Hall

Secretary: Suzanne Britton

### 1. Call to Order

The meeting was called to order at 4:01 p.m. by board vice-chair Susan Stovall.

### 2. Agenda

**It was moved by Bill Vollmer and seconded by Guy Chittenden to approve the agenda with flexibility. The motion passed unanimously.**

### 3. Public Comment

None

### 4. Accept Minute Summary

**Vollmer moved and Chittenden seconded to approve the regular board meeting summary of July 11, 2017. Motion passed unanimously.**

### 5. Financial Review

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

### 6. Executive Session

None

## UNFINISHED BUSINESS

### 7. Library eclipse schedule

It was decided to close the library on Monday, August 21, 2017. There will be no other extra days that the library will close. This was a consensus of the board.

### 8. Special meeting/work session

It was the consensus of the board to hold a special meeting/work session on Tuesday, August 15, 2017. New library facilities would be discussed.

### 9. Unpaid leave of absence

The first reading of the policy amendment regarding leave of absence was presented. **Vollmer moved to accept the first reading of the revised version and Chittenden seconded. Motion passed unanimously.**

## NEW BUSINESS

### 10. Annex Security

Stovall mentioned that the door to the basement did not feel very secure to her. After examining the area, discussion ensued in regards to both the door and the lights. Professional opinions will be sought out and appropriate measures taken.

### **11. Rental Issues**

Landscaping on the rentals is not being properly maintained. It was suggested that property management be contacted about doing a spring clean-up and yearly weed kill. Mowing on a regular basis might also be considered even if the library needed to cover the cost.

### **12. BOARD GOVERNANCE**

Governing style from page 11: the board reviewed and is in compliance.

Board Job Description from page 3: Chittenden has concerns about two weaknesses. One is that the information being received is only coming from the director and is this meeting the job description. The board is to think about possible changes for the future. At this time the board is in compliance, but there are limitations. All present board members are in agreement.

### **13. EXECUTIVE LIMITATIONS**

The board is in compliance with Financial Condition & Activities from page 18 and Financial Planning & Budgeting from page 19.

Global Executive Constraint: the board is in compliance.

### **14. DIRECTOR and YOUTH SERVICES REPORTS/STATS**

Cards were signed and will be sent to Kathie Olson and Laurice Ochs. Olson recently retired from the Endowment Foundation and Ochs is a long time library supporter who is having serious health issues. The board wished to express gratitude for their service.

### **15. UPCOMING DATES**

New library hours will begin September 1. The new hours will be 9-7, Monday thru Thursday. The meeting times for any upcoming special meeting/work session for the board will be at 1:00 or 4:00 pm.

The next regular board meeting will be September 12<sup>th</sup> at 4 pm.

### **21. Adjournment**

**It was moved and seconded (Vollmer/Esvelt) to adjourn the meeting at 5:22 p.m. The motion passed unanimously.**

Respectfully submitted, Suzanne Britton