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## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

November 14, 2017

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

### 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 Susan Stovall and seconded by Bill Vollmer to approve the agenda with flexibility. The motion passed unanimously.**

Other comments included making use of the "Agenda and/or Budget Additions" line found toward the end of each agenda. This line was added in order to have a better way of keeping track of discussion points for the board's annual vision review meeting (mostly budget items) and also as a reminder of topics for future agendas (some of these topics might also be shared through the director's report or in an email to the board).

### 3. Public Comment

None

### 4. Accept Minute Summary

**Vollmer moved and Stovall seconded to approve the regular Board meeting minutes of October 10, 2017. Motion passed unanimously.**

### 5. Financial Review

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

### 6. Executive Session

None

### 7. UNFINISHED BUSINESS

#### New facility update

After discussion, it was the consensus of the board to submit a request to the Bean Foundation for a donation of property large enough to place a 27,000 square foot library building on. After receiving their reply, it will then be possible for the library board to move forward.

#### Board Evaluation

Stovall shared the results of the Library Board's Self Evaluation Form. Those results will be included with this document in the Public Records Notebook. Other discussion was tabled until December. It was asked that the evaluation that was created using the board's Governing Style policy be resent to the board.

## **8. NEW BUSINESS**

### **Safety Deposit Box**

The board had previously discussed getting a safety deposit box for the safe keeping of the library history book.

**Stovall moved to acquire a safety deposit box for library history and authorized the director to keep a key and a board member to keep a key. Vollmer seconded the motion and the motion carried unanimously.** It was suggested that any minutes found on cassettes could be transferred to another medium in order to fit into the box. Another thought was that the library might purchase a second digital recorder for executive sessions.

### **SDAO Conference**

The board discussed the SDAO Conference and will fund up to two people to attend. Bill Vollmer will be the voting representative at the conference.

## **9. Governance**

### **Board members' code of conduct**

The board agreed that the library is in compliance with page 4 of the manual.

## **10. Executive Limitations**

### **Emergency Library Director Succession**

The board discussed who should have a key to the personnel files – currently it is the bookkeeper and the director. **It was moved and seconded (Hillis/Stovall) to rewrite page 17 of the policy manual to read “Accordingly, the director may not fail to provide an emergency backup key with the designated attorney of record”. Motion passed unanimously.**

## **11. Linkage**

### **Monitoring Library Director Performance**

The board agreed that the library is in compliance with page 27 of the manual.

## **12. Policy Overview**

### **Personnel**

The board reviewed the personal policy page by page and updates were made. A copy of the updated policy will be distributed to the board and also included with these minutes in the public records notebook.

## **13. Director and Youth Reports/Stats**

### **DPL ILS/Library Fines**

The Deschutes Public Library made the decision to stay with its current integrated library system. There will be many upgrades to the system, however, and that means that there will be added costs coming up for the district in the next fiscal year. What that cost will be has not been determined as of yet but we should know in time for budget planning. DPL is also considering doing away with fines and this decision would be system wide. This subject has been brought up at the director's meeting and is to be shared with each library's board. After discussion, it was the consensus of the board that they would like to keep the current fine policy in place. Funds received by fines help support other budgetary items and would be sorely missed. This information will be shared by Hall at the next director's meeting.

## **14. Library Closures**

The library will be closed November 23<sup>rd</sup> and 24<sup>th</sup> for the Thanksgiving holiday.

## **15. Upcoming Dates**

The next regular board meeting will be on December 12, 2017 at 4:00 p.m. The auditors will be in attendance.

## **16. Agenda/Budget Additions**

A second reading of page 17, Emergency Library Director Succession, will be placed on the next agenda.

Another discussion topic will be a timeline for staff meetings along with potential budget and personnel ramifications.

## **17. Adjournment**

**It was moved and seconded (Hillis/Stovall) to adjourn the meeting at 6:30 p.m. The motion passed unanimously.**

Respectfully submitted, Suzanne Britton