



241 SE 7th  
Street  
Madras, OR  
97741

## JEFFERSON COUNTY LIBRARY DISTRICT REGULAR MEETING SUMMARY

December 12, 2017

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

Absent: Guy Chittenden and Stephen Hillis

Library Director: DeRese Hall

Secretary: Suzanne Britton

### 1. Call to Order

The meeting was called to order at 4:03 p.m. by board vice chair Susan Stovall.

### 2. Approve Agenda

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

### 3. Public Comment

None

### 4. Accept Minute Summary

**Vollmer moved and Stovall seconded to approve the regular board meeting minutes of November 14, 2017. Motion passed unanimously.**

### 5. Financial Review

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

### 6. Executive Session

None

### 7. UNFINISHED BUSINESS

#### New Facility Update

The former Westside School property is not currently owned by the Bean Foundation - they do however have an option to purchase it. In the future there may be a committee formed by the foundation that would include local agencies interested in the direction that might be taken in regards to that facility. If that committee becomes a reality, it would be desired that the library director and a board member would attend. Stephen Hillis volunteered to represent the library board with Vollmer as a backup. Even though it might be awhile before any decisions are made about Westside, board consensus was that they should move forward with a feasibility study as their next step. This step will begin as soon as possible.

#### Board Evaluation

The new board evaluation forms have been tabled until board evaluation time next year.

#### Emergency Library Director Succession

**Vollmer moved and Esvelt seconded the motion to accept the 2<sup>nd</sup> reading of the Emergency Library Director Succession. Motion carries.**

### **Staff Meetings and Trainings / Annex and Library Maintenance**

The cost and effect of closing an entire day (three times a year) vs. closing three hours a day (one time per month) was discussed. It was decided that the library would close three times per year. The only confirmed closed day during the year would be Columbus Day. The remaining two closed days would be more flexible. During these closed days maintenance would be done on the facilities (annex and library), staff meetings would be held (mandatory attendance required at two per year), and other staff trainings provided as necessary.

### **Personnel Policy**

The newly approved policy was distributed to board members.

## **8. NEW BUSINESS**

### **Audit Report**

Candi Fronk and Connor Price from Price/Fronk and Co. came to the board meeting and discussed the current audit report. The report was gone through page by page and questions were answered by the auditors. Everything in the report looked good and the library district has good checks and balances in place. A copy of the audit will be included with this summary in the Public Records and Minutes notebook.

## **9. Governance**

### **Board Committee Principles**

The board agreed that the library is in compliance with page 2 of the policy.

## **10. Executive Limitations**

### **Communication and Support to the Board**

The board agreed that the library is in compliance with page 15 of the policy.

## **11. Director and Youth Services Reports/Stats**

Adult services/activities and electrical issues were discussed.

## **12. Library Closures**

The library was closed December 25<sup>th</sup> and January 1<sup>st</sup> for the Christmas and New Year Holiday.

## **13. Upcoming Dates**

The next regular board meeting will be on January 9, 2018 at 4:00 p.m.

## **14. Agenda/Budget Additions**

An updated calendar of events will be distributed at the next Board meeting.

## **15. Adjournment**

**It was moved and seconded (Vollmer/Esvelt) to adjourn the meeting at 5:28 p.m. The motion passed unanimously.**

Respectfully submitted, Suzanne Britton