



241 SE 7th
Street
Madras, OR
97741

**JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY
July 10, 2018**

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

1. Call to Order

The meeting was called to order at 3:03 p.m. by Board Chair Stephen Hillis.

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

It was moved by Esvelt and seconded by Vollmer to approve the regular board meeting minutes of June 5, 2018. Discussion: concern was expressed over the lack of summary detail in regards to the discussion of staffing for Friday and Saturday. Board members noted that some of the discussion was during the director's contract negotiation and that that information would not be reported in the regular meeting minutes. A report on staffing will be presented at the next board meeting. **Motion passed unanimously.**

It was moved by Guy Chittenden and seconded by Vollmer to approve the budget hearing minutes of June 5, 2018. Motion passed unanimously.

5. Financial Review

Each category of the budget was discussed and the year-end figures explained. **It was moved by Vollmer and seconded by Chittenden to accept the financial review as presented. Motion passed unanimously.**

6. Executive Session

The board moved into executive session under ORS 192.660 (2) (e) deliberation on real property transactions at the end of the regular board meeting. See below.

7. UNFINISHED BUSINESS

New Facility

There will be a WCC partners meeting on Friday, July 13, 2018 to discuss the new facility.

8. NEW BUSINESS

Annual Calendar Review

It was moved by Chittenden and seconded by Esvelt to approve the amendment to the annual calendar for October 2018. Motion passed unanimously.

It was then moved by Vollmer and seconded by Chittenden to accept the annual calendar. Motion passed unanimously.

End of year financial review

This item was discussed above under #5 Financial Review.

Conflict of interest forms

All attending board members have read and completed their conflict of interest forms. The form for Susan Stovall will be placed in her file folder.

Increase of non-resident fees

The cost of purchasing a non-resident library card hasn't increased in many years while taxes continue to rise. **It was moved by Vollmer and seconded by Esvelt to increase the non-resident fee from \$45 to \$85 per year. The motion passed unanimously.** This fee will match the increased fee that will be charged by the Crook County Library. It was the consensus of the board that the increased amount for quarterly and monthly fees be decided between the directors of Crook and Jefferson County as it is desired that these fees are also the same.

Increased rental fees (to possibly include outdoor maintenance)

It was the consensus of the board to have WCP clean up all properties ASAP. The library will pay for this service for one-time only. This will included mowing, weed eating, and hauling off the debris. The discussion on increasing rental fees to cover maintenance will be tabled until later in the year at which time it is hoped that a permanent solution can be made that will take place in the spring of 2019.

9. Governance

Governing Style

The board agreed that the library is in compliance with page 11 of the policy.

10. Executive Limitations

Financial Condition & Activities

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

Financial Planning & Budgeting

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

11. Director and Youth Services Reports/Stats

Director's Report

More information was shared on efforts to make the flood lights located behind the library and the annex, more secure. Also discussed was how adult programs are selected and why some are held at different offsite locations.

12. Youth Report

No discussion.

13. Library Closures

None

14. Upcoming Dates

Tuesday, August 14 is the next regular board meeting.

The director is out of the office July 23-26.

15. Agenda/Budget Additions

None

16. Other

The City of Madras recently sent out information that they will be increasing water rates by 11% starting July 1, 2018. The Community Read Final Report was presented to the board.

At 4:31 pm the board moved into executive session (see #6 above).

At 4:50 pm the board moved back into regular session with no decisions having been made.

17. Adjournment

It was moved and seconded (Vollmer/Esvelt) to adjourn the meeting at 4:51 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton