

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, July 23, 2024 @ 4:30 pm
241 SE 7th St, Madras, OR 97741**

Minutes

Board Members present: Susan Stovall, Tiffany Turo, Tess Ballard, Karen Esvelt

Staff present: Jane Innes, Laura Jones, Gabrielle Beebe, Kristin Peterson

Guests present: Davida Plaisted, Jan Forrester (JCLA president and treasurer)

- 1. Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:34 pm.
- 2. Acceptance of Agenda and Establishment of a Quorum.** Tiffany Turo moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried unanimously. A quorum was established.
- 3. Public Comment.** None
- 4. Presentations from Outside Groups.** None
- 5. Review/Approval of Minutes** – June 11, 2024 Board Meeting. There were no corrections. The minutes stand approved.
- 6. Finance Report** – End of Year Financial Review June 30, 2024.
 - a. Innes discussed the PGE utility tax roll redistribution correction that she found out about on July 17. The District is expected to repay \$55,909 of revenue received in FY 23-24, and will be receiving less than projected for the FY 24-25 budget. The board agreed that there will have to be a plan to reduce expenditures in the new budget, but they will not act until the final details are known.
 - b. JCLA is going to write a letter requesting PGE donate to the Association since we are a small library and the effect of the repayment is extreme for us. The Association is also going to request additional disbursement from their endowment fund so they can be prepared to assist in funding the library's potential cutbacks.
 - c. Tess Ballard moved and Esvelt seconded to approve the financials as presented. Motion carried unanimously.
- 7. Old Business**
 - a. Revise/Approve 2024-2025 Results Policy. The Board discussed eliminating the Teen Programs result policy (#3). The policy is under the umbrella of Youth Services and Programs, which is included in Result Policy #1, Programs and Resources. Ballard moved to change the 2024-2025 Results Policies to eliminate #3 and keep #s 1,2,4, and 5. Turo seconded. There was no further discussion, and the motion carried unanimously. The new Policy will be updated and distributed electronically, and posted on Teams.
- 8. New Business**
 - a. Policy Monitoring: The board agreed they are in compliance with all the following policies.
 - i. Board Governance – Governing Style; Board Job Description.

- ii. Executive Limitations – Financial Condition and Activities; Financial Planning and Budgeting
- b. Review Annual Calendar. The Board approved the draft 2024-2025 Annual Calendar. The calendar will be distributed electronically and posted on Teams.
- c. Resolution to accept JCLA reimbursement grant. Ballard moved and Turo seconded to accept grant funds of \$20,500 from the Jefferson County Library Association. These funds will be used exclusively for projects identified in the approved application. This is a reimbursable grant; invoices will be provided quarterly. The motion carried unanimously.

9. Reports

- a. Public Operations. Laura Jones discussed recent programs and events, Summer Reading Program activities, circulation issues with providing curriculum crates to CCR and Camp Sherman, and Libby transition issues.
- b. Technical Operations. Update will be posted on Teams.
- c. Admin/Finance/Public Relations/Community Outreach. Update will be posted on Teams.

10. Upcoming Events – see Teams report for full list

11. Ending Remarks. None

12. Adjourn. Stovall adjourned the meeting at 5:34 pm.

Respectfully submitted,

Kristin M. Peterson

Kristin Peterson
JCLD Administrative Assistant and Acting Secretary to the Board