



**Board of Directors Meeting
Monday, September 12, 2022 @ 3:00 pm
241 SE 7th Street, Madras, OR 97741**

Minutes

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 3:10 pm.

2. Acceptance of Agenda and Establishment of a quorum

A quorum was present. **Tiffany Turo moved, and** Stephen Hillis seconded to approve the Agenda with flexibility. **Motion passed unanimously.**

3. Public Comment

There were no comments from the public.

4. Review/Approval Minutes (Action Items)

- A. July 12, 2022, Regular Meeting Minutes
- B. August 9, 2022, Regular Meeting

Turo moved, Guy Chittenden, seconded, to accept the July 12, 2022 minutes as corrected and the August 2022 minutes as distributed. Motion passed with three approvals (Stovall, Chittenden, Turo). Karen Esvelt and Hillis abstained.

5. Finance Report – for the month ending August 31, 2022 (Action Item)

Esvelt moved, Hillis seconded, to approve the July 2022 financial statements as presented. **Motion passed unanimously.**

Hillis moved, and Turo seconded to approve the August 2022 financial statements. Discussion included clarifications on some of the expense items. **Motion passed unanimously.**

Innes will check with the accountant about using only one expense category for the green storage facility.

Auditors – Daniel Kieffer introduced Alaina Momburg and presented an overview of the audit process. Susan Stovall volunteered to be available for inquiries about fraud and non-compliance.

6. Changes to the Agenda (consideration of late items)

Stovall added “report from Board evaluation committee” to Unfinished business.

7. Unfinished Business

A. Evaluation Committee Update

The board evaluation packet will be distributed in October. Committee will make a summary presentation in November.

8. New Business

Innes shared that the annual results monitoring report will be distributed for Board review at the October meeting.

- A. Technology Kit Policy (Action Item) – **Hillis moved**, and Turo seconded to accept the first read of the policy. The final read of this policy is set for the October meeting.
- B. Whisper Room Policy (Action Item) – Chittenden moved, and Hillis seconded to accept the second reading and approve the policy. Motion passed unanimously.
- C. Policy Review
 - Linkage – Accountability of the Library Director (Governance Policies Board Book)*
 - Linkage – Global Board – Director Linkage (Governance Policies Board Book)*
 - In compliance with all. JE will find the review sheet.
- D. Program Policy – First Read Distributed for board review. Discussion and approval in October.
- D. Chamber Banquet November 3. Stephen, Susan, Karen, and Jane will attend.

9. Building Expansion/Improvement

Guy Chittenden distributed three documents: (1) projected matching funds, (2) September 13, 2016, regular meeting summary, (3) October 27, 2016, Special Meeting summary. The Board discussed the next steps, timing, and progress-to-date. Staff is drafting an RFP for an owners' representative. Mick Knobel will be invited to the October discussion, if appropriate.

The Board identified the Ford Foundation and Oregon Community Foundation as potential funders.

10. Reports

- A. Director and Team – report distributed
- B. Facilities
 - Gabby is attending the Library Journal Design Institute on September 28 in Missoula, Montana, and will report back in October. The flagpole is mended.
- C. Grants – The OCF Summer Reading Program grant period concludes on September 20. The ARPA grant period ends on December 31.
- D. Board Requests – Board Resources added to the Board Team

11. Board Correspondence and Reports


- A. Review Strategic Plan before December Meeting
- B. Board evaluation. All agreed to review the following questions at the end of each meeting.
 - 1. Did you perform the requirements of a JCLD board member for this meeting? How or why not?
 - 2. Can the JCLD Board speak with one voice at the conclusion of today's meeting?
 - 3. What is a suggestion to improve the effectiveness as a board?
 - 4. Did the meeting today move towards the goals for the JCLD board?

12. Upcoming Events – reviewed.

13. Adjourn

With no further business before the Board, the meeting adjourned at 5:35 pm. The next meeting is tentatively Thursday, September 29, 2022, at 3:00 pm. The October meeting is scheduled for Tuesday, October 11, 2022 at 3:00 pm at the Library.

Respectfully submitted,



Jane Ellen Innes
Secretary to the Board