



Board of Directors Meeting
Tuesday, November 14, 2023 @ 4:15 p.m.
241 SE 7th Street, Madras, OR 97741

MINUTES

Board members present: Susan Stovall, Stephen Hillis, Karen Esvelt

Staff members present: Jane Ellen Innes, Laura Jones, Kristin Peterson

Guests present: Ricardo Becerril (Owner's Representative), Jan Forrester (JCLA representative)

- 1. Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:15 pm
- 2. Acceptance of Agenda and Establishment of a quorum.** A quorum was established. Karen Esvelt moved, Stephen Hillis seconded to accept the agenda with flexibility. Motion carried.
- 3. Public Comment.** No public comment
- 4. Presentations from Outside Groups.** None
- 5. Review/Approval of Minutes (Action Item) - Regular Meeting – Oct 10, 2023 and Special Meeting – Oct 12, 2023.** There were no corrections to either set of minutes. Both minutes stand approved.
- 6. Finance Report – Financial Statement ending October 31, 2023.** Jane Innes discussed expenditures and Kristin Peterson updated the balance sheet information to include recent distribution of tax revenue. Innes has no budget concerns at this time. Hillis moved, Esvelt seconded to accept the financial report as presented. Motion carried.
- 7. Unfinished Business**
 - a. Building Project
 - i. Architect update – Ricardo Becerril recapped the architect selection process and discussed the current status. Contract negotiations with Hacker Architects are almost finished. Hillis moved, Esvelt seconded that the board authorizes the library director to sign the contract with Hacker in the amount of \$1,297,533, with an initial cost of \$78,690 for the pre and concept design phases. Motion carried.
 1. Proposal received for the topographical site survey from H.A. McCoy for a cost of \$6,000. Hillis moved, Esvelt seconded that the board authorizes the library director to sign the contract with HA McCoy in the amount of \$6,000 for the site survey. Motion carried.
 2. Proposal received for geotechnical survey from the Wallace Group for a cost of \$9,125. Hillis moved, Esvelt seconded that the board authorizes the library director to sign the contract with the Wallace Group in the amount of \$9,125 for the geotech survey. Motion carried.

- ii. Composition of Building Committee. The board will consider adding a community member to the building committee.
- b. Board evaluation process. Set aside until December meeting.
- c. New Purchasing Policy approval. Innes discussed the changes she is proposing for the Purchasing Policy. Esvelt moved, Hillis seconded to approve the revised Purchasing Policy as presented today. Motion carried. The revised Purchasing Policy, dated Nov 14, 2023, is adopted.

8. New Business

- a. Policy Monitoring
 - i. Board-Library Director Linkage: Unity of Control. The board agreed that it is in compliance with the policy.
 - ii. Executive Limitations: Emergency Library Director Succession. The board agreed that it is in compliance with the policy.
 - iii. Board Governance: Board Members' Code of Conduct. The last sentence of paragraph 4 will be struck as it is a duplicate sentence. Hillis moved, Esvelt seconded that the sentence at the end of paragraph 2D be changed to include the statement "and recuse themselves from the discussion and the vote." Motion carried, and with the changes the board agreed it is in compliance with the policy.
- b. Approving building-related costs over \$5000. Hillis moved, Esvelt seconded to approve Resolution 2023-03 authorizing the library director to spend money from the Building Fund #793 up to \$10,001 until the completion of the capital improvement project.

9. Reports

- a. Management – Innes and Laura Jones discussed the items in the team report.
- b. Facilities – Jones updated the status of the pick-up lockers and the public restrooms.
- c. Grants – Esvelt moved, Hillis seconded to approve Resolution 23-04 to accept grant funds of \$2,500.00 from the DOROTHY LOUISE KYLER FUND administered through the JOHN HENRY ELDRED JR FOUNDATION. The funds will be used to purchase materials to provide the Springboards to Inquiry curriculum to the schools. Motion carried.

10. Upcoming Events – The December board meeting will be Wednesday, Dec 13 at 4:15 pm.

11. Board evaluation – The evaluation committee is generating new questions for end-of-meeting evaluation.

12. Adjourn. Chairperson Stovall adjourned the meeting at 6:09 pm.

Respectfully submitted,

Kristin M. Peterson

Kristin Peterson

JCLD Administrative Assistant and acting secretary to the Board