



**Board of Directors Meeting
Monday, March 13, 2023 @ 4:15 pm
241 SE 7th Street, Madras, OR 97741**

MINUTES

Board present: Susan Stovall, Tiffany Turo, Tess Ballard, Karen Esvelt, Stephen Hillis
Staff present: Jane Ellen Innes, Gabrielle Beebe, Kristin Peterson

1. Call to Order 4:17 pm

Chairperson Susan Stovall called the meeting to order at 4:17 pm.

2. Acceptance of Agenda and Establishment of a quorum

A board quorum was present, and board members accepted the agenda with one addition.

3. Public Comment

No public comment.

4. Presentations from Outside Groups

No presentation from outside groups.

5. Review/Approval of Minutes (Action Item)

Stephen Hillis moved, and Tiffany Turo seconded to approve the minutes from the February 15, 2023 and February 22, 2023 meetings with one time correction. The motion passed unanimously.

6. Finance Report – Financial Statement ending February 28, 2023 (Jane)

Jane Ellen Innes presented an overview of the financial statements. Revenues are almost 100%, and budget is on target. **Hillis moved**, and Tess Ballard seconded to approve the February financial statements as presented. The motion passed unanimously.

7. Unfinished Business

A. Personnel Policies

Innes presented policies for final review. Board members made additions and amendments. **Hillis moved** and Turo seconded to adopt the Personnel Policies as amended for the second reading. The motion passed unanimously.

B. Owners' Representative

Gabrielle Beebe reviewed the rubric for hiring. The board discussed, calculated ratings, and reviewed the candidates. **Hillis moved** and Turo seconded to pursue a notice of intent to negotiate with the highest ranked finalist for the JCLD owner's rep RFQ. The motion passed unanimously.

C. 2023-2024 Budget Timeline and Assumptions

Innes reviewed the budget timeline and her assumptions in drafting the budget. The board would like to schedule a presentation from the insurance company. **Turo moved** and Tess Ballard seconded to adopt the budget calendar as presented.

[Tess Ballard departed at 6:11 pm]

8. New Business

A. Social Media Policy

Innes presented the policy. The board discussed and amended. **Hillis moved** and Karen Esvelt seconded to accept the first reading of the Social Media Policy with changes. The motion passed unanimously.

B. Director’s evaluation packet – Set aside until April.

C. Review Mission and Vision Statements – The board agreed the current statements are an accurate representation of the library.

D. Volunteer Policy

Innes and Beebe presented the policy and request to waive the first reading. The board discussed and amended. **Hillis moved** and Turo seconded to adopt the first reading of the Volunteer Policy with changes as policy. The motion passed unanimously.

9. Reports

A. Management – no additional report

B. Facilities – no additional report

C. Grants – no additional report

10. Upcoming Events – see the monthly calendar distributed at the meeting

11. Board evaluation – Did the Jefferson County Library District board members perform the requirements during the meeting today?

All members agreed they were prepared and fully participated in the discussion, with good input from everyone.

12. Adjourn 6:35 pm

With no further business before the board, the meeting adjourned at 6:35 pm.

Respectfully submitted

Kristin M Peterson

Kristin Peterson

JCLD Administrative Assistant and Secretary to the Board