



District Budget Hearing | Board of Directors Meeting
Monday, June 19, 2023 @ 4:00 pm
241 SE 7th St, Madras, OR 97741

Budget Hearing Minutes

1. Call to Order

Chairperson Susan Stovall called hearing to order at 4:02 pm.

2. Acceptance of Agenda and Establishment of a Quorum

Quorum established. Turo moved, Ballard seconded to accept the agenda with flexibility. Motion carried.

3. Review/Approval of Minutes - May 17, 2023, Budget Committee Meeting

No corrections to the minutes. Minutes stand approved.

4. Budget Hearing Public Comments

No public comments.

5. Adjourn

Meeting adjourned at 4:05

Microsoft Teams meeting

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URL to join the meeting: <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODFIMmQ4ODktNDExNC00NzRjLTk2OWMtOTg4ODkxM2lwZTI4%40thread.v2/0?content=%7b%22id%22%3a%228b18dcdd-e005-44ac-afa9-ff074db48cf2%22%2c%22oid%22%3a%22d5fa5d42-935e-4e21-92e3-63ac52979184%22%7d>

Meeting ID: 294 403 796 430

Passcode: PNjWq3

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Board Meeting Minutes

Board members present: Susan Stovall, Tiffany Turo, Tess Ballard, Stephen Hillis, Karen Esvelt

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

Guests present: Ricardo Becerril, Mick Knobel

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 4:15.

2. Acceptance of Agenda and Establishment of a Quorum

Quorum was established. Ballard moved, Hillis seconded, to accept the agenda with flexibility. Motion carried.

3. Public Comment

No public comment

4. Presentations from Outside Groups – Ricardo Becerril - Compass Project Solution

Discussion of Building project and Contract Signing. Innes discussed the contract and Becerril clarified any questions. Becerril and the board discussed aspects of the project including finances/grants, a conceptual design, prioritizing ideas/vision, and aligning the vision with funding the project. Becerril recommended the first step of developing a QBS (qualified base selection) solicitation document. He discussed the process of the next steps. Innes and Becerril signed the Owner's Rep Contract.

**Esvelt left the meeting at 4:33 p.m.

5. Review/Approval of Minutes – May 18, 2023, Board Meeting

No corrections to the minutes. Minutes stand approved.

6. Finance Report – Updated Financial Statement ending May 31, 2023

Innes and Knobel discussed the updated financial statement. Turo moved, Ballard seconded to accept the financials as presented.

7. Library Director 2023-24 contract

Innes and the board discussed the changes in the director's contract. Stovall, Turo, and Innes signed the contract.

8. New Business

- a. Policy Monitoring (found in your Board Binder)
 - i. Board Governance (Global Governance Commitment).

The board is in agreement that they are in compliance.

- ii. Executive Limitations (Collection Development).

Innes will be reviewing the operating policies including collection development. The board will be revisiting the results policy in July.

- b. Accounts Payable process

Innes proposed that we pay more bills through online payment, with the understanding that there will still be checks and balances. A board member will sign the invoice rather than the check. Innes will bring the automatic ACH payment information to the meeting in July.

- c. Summer Outreach (parades, First Thursday, Sat Market)

Board members signed up for participation in the summer events.

- d. Budget Committee Process Review. The board was satisfied with the budget process.

9. Reports

- a. Team
- b. Grants. We've applied for an OCF Latino grant for Spanish book club and
- c. Facilities. Discussion about 248 is tabled until July.

10. Upcoming Events

11. 2023-24 JCLD Budget

a. Acknowledging Budget Committee Members and Terms

- Colleen Fletcher – Term ending June 30, 2023
- Vanessa Nilles – Term ending June 30, 2024
- Joan Starkel – Term ending June 30, 2024
- Courtney Snead – Term ending June 30, 2025
- Debbie Taylor – Term ending June 30, 2025

b. Budget Resolution 23-01

Ballard moved, **Hillis** seconded to pass Resolution 23-01. The resolutions were read into record:

BE IT RESOLVED that the Board of Directors of the Jefferson County Library District hereby adopts the budget for the fiscal year 2023-24 in the total amount of \$3,343,087. Motion carried unanimously.

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

<u>General Fund</u>		<u>Building and Improvement Fund</u>	
Personnel Services	663,344	Personnel Services	0
Materials & Services	452,600	Materials & Services	8,000
Capital Outlay	72,500	Capital Outlay	895,369
Debt Service	0	Debt Service	0
Interfund Transfers	500,000	Interfund Transfers	283,000
Contingency	100,000	Contingency	15,000
Total	1,788,444	Total	1,201,369
		Total APPROPRIATIONS,	\$2,989,813
		All Funds	
		Total Unappropriated	
		and Reserve Amounts, All	
		Funds	353,274
		TOTAL ADOPTED	\$3,343,087
		BUDGET	\$3,343,087 *

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023-2024:

In the amount of \$ _____ OR at the rate of \$ **0.4349 per \$1000** of assessed value for permanent rate tax;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation
 Permanent Rate Tax.....\$ _____ OR \$ **0.4349/\$1,000**

Local Option Tax\$ _____ OR \$ _____/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.... \$ _____

12. **Board evaluation** – Is the JCLD board able to speak with one voice at the conclusion of the meeting? The board agreed that they were all able to speak with one voice.

13. Adjourn

Stovall adjourned the meeting at 6:52 pm.

Microsoft Teams meeting

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Meeting ID: 249 439 925 902

Passcode: dBsTn

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Respectfully Submitted,

Kristin M Peterson

Kristin Peterson

JCLD Admin Assistant/Clerk to the Board