



**Board Meeting
Tuesday June 8, 2021
Rodriguez Annex**

Minutes

Attendance

Board: Guy Chittenden, Royce Embanks, Karen Esvelt, Stephen Hillis, Susan Stovall
Staff: Jane Ellen Innes, Laura Jones (arrived @ 3:50)

I. Call to Order

Chairperson Karen Esvelt called the meeting to order at 3:17 pm

II. Acceptance of Agenda and Establishment of a Quorum

A quorum was present. Susan Stovall moved; Royce Embanks seconded to approve the agenda with flexibility. Motion passed unanimously.

III. Public Comment

None.

IV. Review and Approval Minutes

A. Board – May 11, 2021. With clarifications resolved, Guy Chittenden moved, Susan Stovall seconded, to accept the minutes. Approved unanimously.

B. Board – May 19, 2021

Guy Chittenden moved, Susan Stovall seconded, to accept the minutes Approved unanimously.

C. Budget Committee – May 19, 2021

Guy Chittenden moved, Royce Embanks seconded, to accept the minutes of the Budget Committee. It was approved unanimously.

V. Financial Reports

Reviewed.

VI. Old Business

A. Facilities Update. The Board discussed options for the auxiliary building north of the Library. The staff reviewed the current state of the facilities. The team intends to use the building for storage; the handyman will finish necessary repairs to facilitate that function.

B. Summer activity staffing follow-up. Volunteers are slowly coming back to the Library. We are down one shelver and two paging volunteers. Jane and Laura asked that the Board take appropriate opportunities to spread the word.

VII. New Business

A. Grant Updates

a. *State of Oregon/OCF K-12 Summer Learning Grant*

Laura reported that the Library was awarded a \$92,000 grant. The Oregon Community Foundation administers this State of Oregon grant for summer reading program enhancement and outreach. Hillis moved, Embanks seconded to accept the \$92,000 summer learning grant. It was approved unanimously.

b. *Notice of Grant: NASA@My_Library*

Jane described a grant notice she'd received; its purpose is to encourage county residents to be citizen scientists. She and Gretchen Schlie are reviewing the grant information packet.

B. Policy Review

After reviewing the Board Governance – Global Governance Commitment policy and the Executive Limitations – Collection Development policy, the Board agreed it complied with the policies reviewed this month.

C. Building & Improvement Committee (ad hoc)

Royce Embanks and Stephen Hillis volunteered to serve as advisors when needed.

D. Election of 2021-22 Officers

Stovall moved, Embanks seconded, to reappoint the 2020-21 Board officers – Karen Esvelt, Chair, and Guy Chittenden, Vice-Chair, for 2021-2022. It was approved unanimously.

E. Review of Signing Authorities

No changes are needed.

VIII. Reports

A. Team Reports

The Board reviewed the May Team reports. Laura and Jane answered any clarifying questions. Jane mentioned that as a member of SDAO, the Library has access to the resources available through HR Answers. She's been reviewing sample handbooks and is engaged in an HR Audit with the company.

Laura explained that she is investigating why books in the JCLD collection are marked as missing and withdrawn from the collection when our cataloger didn't initiate the change.

[Embanks departed at 4:30 pm]

B. The Property Summary Report. The Board reviewed the property summary and had no questions.

C. Committee Reports

Susan shared the outcomes of the meeting she and Jane attended with the Endowment Foundation. The long-time officers are resigning, and incoming officers were elected. The Oregon Community Foundation deposits a varying percentage of the investment income to the donation each year. The Endowment Foundation is an annual supporter of the Community Read.

IX. Director Contract Review/Renewal

[Executive Session as identified in ORS 192.660(1)a to consider the employment of a public officer employee or individual agent.]

The Board entered into Executive session at 4:45 pm to discuss the Director's contract. It returned to open session at 4:55 pm. Stovall moved, Chittenden seconded to approve the contractual agreement with the Director for the 2021-2022 year. Motion passed unanimously.

X. Adjournment

With no further business before the Board, Hillis moved that the meeting adjourn. Chittenden seconded, and the meeting ended at 4:48 pm. It was approved unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane Ellen Innes".

Jane Ellen Innes
Secretary to the Board