



**Board of Directors Meeting**  
**Tuesday, August 9, 2022**  
**Minutes**

**Attending**

Board Present: Susan Stovall, Tiffany Turo, Guy Chittenden, Stephen Hillis  
Board Absent: Karen Esvelt  
Staff Present: Gabrielle Beebe, Jane Ellen Innes, Laura Jones

**1. Call to Order**

Chairperson Susan Stovall called the meeting to order at 3:01 pm.

**2. Acceptance of Agenda and Establishment of a quorum**

A quorum was present. **Stephen Hillis moved**, Tiffany Turo seconded, to accept the agenda flexibly and add "Agenda Building" to the meeting agendas. The motion carried unanimously.

**3. Public Comment**

There was no public comment.

**4. Review/Approval Minutes**

- A. July 12, 2022, Regular Meeting Minutes – set aside until the September meeting.
- B. July 26, 2022, Regular Meeting Minutes – accepted as distributed.

**5. Finance Report – for the month ending July 31, 2022 (Action Item). Set aside**

Stovall set aside the review of the July 2022 financial statements until September.

**6. Board Member Resources – Board Binders, Laptops**

Jane Ellen Innes reviewed the contents of the Board Policy and Information Binder that was distributed at the meeting and will add information about Roberts Rules of Order for the resources section. Laura Jones presented an orientation to the Boards' laptops and Office 365.

**7. Unfinished Business**

*Strategic Plan Wrap-up.* Members discussed the best way to keep updated on the strategic plan implementation. All agreed to add "Strategic Plan Update" to the monthly team report.

**8. New Business**

- A. Technology Kit Borrowing Policy.

**Hillis moved**, Guy Chittenden, seconded, to adopt the Technology Kit Borrowing Policy as presented. Innes shared that the staff is drafting the Technology it Borrowing Policy procedure. The motion carried unanimously.

B. Policy Review

Members agreed that the Board complies with the following Governance Policies: (1) Governance – Board Job Description, (2) Executive Limitations – Global Executive Constraint, and (3) Result Policies – Purpose, Results, Priorities.

During the discussion about compliance, Chittenden initiated a discussion about the accuracy of the Board Job Description and suggested comparing the 2022-25 strategic plan to the existing Result Policies – Purpose, Results, Priorities to ensure that the Results Policies align with the strategic planning priorities.

**9. Building Expansion/Improvement**

After a brief discussion, **Hillis moved**, and Turo seconded to create an RFP for an owners' representative. The motion carried unanimously.

**10. Reports**

A. Director and Team

Organizational chart. The Management Team presented an updated organization chart during the Board Resources discussion. Members requested that the team member list include employee FTE. Innes will update.

Telephone changes. To solve the issue of providing telephone access to the team members working in the duplex, we converted the landlines to mobile telephones. Only the Circulation Desk telephone is a landline; all staff has mobile telephones. We moved to mobile phones because regular phones require either internet phones or wire the blue duplex.

B. Facilities – Roof replacement begins in August.

C. Grants – awaiting notification for the After School grant (pending mid-September)

D. Board Requests – None.

**11. Board Correspondence and Reports**

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. Is the JCLD Board able to speak with one voice at the conclusion of today's meeting?
3. What is a suggestion to improve effectiveness as a board?
4. Did the meeting today move towards the goals for the JCLD board?

All also agreed to conduct a board evaluation before the end of the year.

**12. Upcoming Events were announced.**

**13. Agenda building for next month**

Results Monitoring - September

Results Policy / Compare strategic plan to results policies - October

**14. Adjourn**

With no further business before the Board the meeting adjourned at 5:39 pm.

Respectfully submitted,

*Jane Ellen Innes*

Jane Ellen Innes  
Secretary to the Board