



**Board of Directors Meeting
Tuesday, October 10, 2023 @ 4:15 pm
241 SE 7th St, Madras, OR 97741**

MINUTES

Board members present: Susan Stovall, Stephen Hillis, Tess Ballard

Staff members present: Jane Ellen Innes, Kristin Peterson

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** – Tess Ballard moved and Stephen Hillis seconded to accept the agenda with flexibility. Motion carried. One agenda item was added to new business (Discussion of Pre-design Phase). A quorum was established.
3. **Public Comment** - None
4. **Presentations from Outside Groups** – None
5. **Review/Approval of Minutes** – There were no corrections to the minutes for Sep 12, 2023, Sep 20, 2023, or Oct 2, 2023. Minutes stand approved.
6. **Finance Report** – Financial Statement ending September 30, 2023. Jane Innes discussed the timing of tax revenue dispersal, which leads to a cash flow issue before the revenue is received in November. She shared the short-term plan to alleviate the shortage in cash flow. Most of the line items on the budget are at 25%, which is right on track for 1st quarter spending. Innes discussed the reason that two lines are currently over budget. Hillis moved and Ballard seconded to accept the financial report as presented. Motion carried.
7. **Unfinished Business**
 - a. Dispersal of Film Committee checking account funds – Hillis moved and Ballard seconded to close the Film Committee checking account and move the funds into the operating budget under the line for Film Center Revenue. Motion carried.
 - b. Purchasing Policies – presentation for approval – Innes asked to set aside the Purchasing Policies approval until November. There are Oregon laws changing which need to be taken into consideration in the Purchasing Policies. Item will be added to the November agenda.
8. **New Business**
 - a. Policy Monitoring – The board agreed that they are in compliance with the following policies:
Board-Library Director Linkage: Monitoring Library Director Performance; Executive Limitations:

Financial Condition and Activities, Financial Planning and Budgeting; and Board Governance: Chair/Vice Chair roles.

- b. Board Evaluation Process Discussion – Vice Chairperson Tiffany Turo will head the committee for the board’s annual self-evaluation.
- c. Staffing changes – Innes gave an update on staffing changes, moving Star Todd to Outreach Coordinator. Teen purchasing will be handled by Gabrielle Beebe, and teen programming will fall under Youth Services. The board was supportive of the move.
- d. December Board meeting date – To tie in with upcoming Pre-Design Phase events, the December meeting date is set for Dec 13, 2023.
- e. Discussion of Pre-Design Phase – Innes gave an update on the proposed timeline for architect visits, building committee meetings, and external library visits. The board discussed community outreach plans for input and information flow. Stovall and Hillis will be on the building committee, along with Innes. The board discussed adding representation from the Jefferson County Library Association and other community involvement.

9. Reports

- a. Director – Innes will send a Conference report this week.
- b. Facilities – Innes and Beebe are looking into e-rate funding for internet wiring upgrades.

10. Upcoming Events – see Department Report in Teams

11. Board evaluation – Self-evaluation committee will determine five new questions for board evaluation at the end of meetings.

12. Adjourn – Stovall adjourned the meeting at 5:24 pm.

Respectfully submitted,

Kristin M. Peterson

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JCLD Admin Assistant and acting secretary to the board