

# JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES

November 8, 2005

**PRESENT:** Catherine Luther, Leslie Weigand, Susan Stovall, Stephen Hillis, Marie Glenn

**STAFF:** Sally Beesley

**VISITORS:** Candi Fronk, Mick Knobel

Susan Stovall, called the meeting to order at 4:35 P.M.

## **Welcome**

Stovall welcomed Knobel and Fronk.

## **Consent**

It was moved (Weigand/Hillis) to accept consent portion of the agenda. Motion carried.

## **Audit Report**

Stovall then turned the time over to Fronk who reviewed the audit report. She reported that the audit had gone well, that Knobel was a great help and good to work with. She then reviewed the pages of the audit report which can be viewed in the audit report in the director's office. There is also a list of recommendations.

Fronk recommended that an inventory of assets be made and that the list of assets be reviewed to see if the library still has those items. There was some discussion on carry over and fund balance. Other recommendations can be viewed in correspondence from the auditors.

Fronk and Knobel were excused and left the meeting.

## **Director's Report**

Included at end of minutes. Beesley gave update on landscaping and showed board members the one landscaping bid received. It was also clarified that if Columbia River Bank or Deschutes gives us used computers, they will only be temporary until new ones can be purchased with grant money. Hillis asked for a report on how the Regional Library project was progressing. Beesley reported that we're still waiting to hear if Meyer Grant comes through.

## **Standing Committees**

Film committee – Hillis reported that he did not attend the last film committee meeting because of his surgery. He also mentioned that the movies for December have been selected.

Community Read – board members received minutes in email. Things are going well and events might be held at the Warm Springs Museum.

Controversial Materials Committee – Beesley reported that the committee had met and decided that the books “How to Make Love Like a Porn Star,” and “Stranger than Fiction” should remain in the collection. It was pointed out that the library serves a diverse population and no one is forced to read anything, and the selections were made according to purchasing policy. It was moved (Weigand/Hillis) to accept the committee’s report and follow their recommendation. Motion carried.

Beesley also reported to the board that the CMC felt that the committee was unnecessary and that decisions on materials should be made by the board. In the following discussion it was pointed out that the CMC serves an important function. Not only does it evaluate and make recommendations to the Board, it supports the Board in developing and following policy and it increases community involvement.

## **Board Retreat**

Beesley gave copies of draft agenda to members of the board. Short discussion reconfirmed that it will be at the Stovall’s river house, start at 9 am, include lunch, and end at 4 pm.

## **Benefits Committee (Glenn & Luther)**

Holiday benefits were discussed. Glenn reported that Knobel had raised some good questions and that she had checked into whether an attorney should be consulted. The information she received was that if employment was by contract, it would be necessary to hire an attorney, but if it is policy, policy can be changed without an attorney. Glenn also recommended that if changes were to be implemented for vacation, holiday, or sick leave, they should go into effect at the start of a new fiscal year. Luther and Glenn also recommended that if another holiday be removed, MLK day or President’s day should be considered. The idea was also discussed that the library continue to be closed on both of these holidays, but that the staff not be given holiday pay for the day. The committee will look at what Deschutes library is doing.

The board felt it was appropriate to remove the floating holiday as it had never been approved anyway. It was decided to continue discussion at future board meetings and not take action at this time.

Sick leave was discussed briefly and Beesley was requested to send report to committee on how much sick leave employees have accumulated.

### **Landscaping**

Beesley reported that 4 landscapers had been contacted to prepare a bid to redo the library landscaping. Only one landscaper submitted a bid – Vern Sample. A copy of that bid was given to each board member. Beesley also mentioned that she would like to pursue a grant that covered landscaping as well as re-carpeting the library. The Ford Foundation was suggested as an appropriate entity to grant monies for this kind of a project. Brian Harrison and Matt Zachary were suggested as landscapers who might also be contacted to bid.

### **Agenda Building**

Controversial Materials Policy  
Benefits Committee

### **Additional comments**

Beesley asked if employee's share of health insurance should be the same as full time people. The policy is general. It was decided that this was permissible.

Beesley also asked if the board concurred with the decision to employ a collection agency to help retrieve very overdue materials. Board agreed that this was acceptable. Beesley also mentioned that Knobel said that if the board wanted to, there were enough funds to pay off part of the mortgage on the annex.

Meeting was adjourned at 6:35 P.M.

*Respectfully submitted,  
Sally Beesley  
Clerk of the Board*