JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY
December 12, 2017

Board members present: Karen Esvelt, Bill Vollmer, and Susan Stovall
Absent: Guy Chittenden and Stephen Hillis
Library Director: DeRese Hall
Secretary: Suzanne Britton

1. Call to Order
The meeting was called to order at 4:03 p.m. by board vice chair Susan Stovall.

2. Approve Agenda
It was moved by Bill Vollmer and seconded by Karen Esvelt to approve the agenda with flexibility. The motion passed unanimously.

3. Public Comment
None

4. Accept Minute Summary
Vollmer moved and Stovall seconded to approve the regular board meeting minutes of November 14, 2017. Motion passed unanimously.

5. Financial Review
It was moved by Vollmer and seconded by Esvelt to accept the financial review as presented. Motion passed unanimously.

6. Executive Session
None

7. UNFINISHED BUSINESS
New Facility Update
The former Westside School property is not currently owned by the Bean Foundation - they do however have an option to purchase it. In the future there may be a committee formed by the foundation that would include local agencies interested in the direction that might be taken in regards to that facility. If that committee becomes a reality, it would be desired that the library director and a board member would attend. Stephen Hillis volunteered to represent the library board with Vollmer as a backup. Even though it might be awhile before any decisions are made about Westside, board consensus was that they should move forward with a feasibility study as their next step. This step will begin as soon as possible.

Board Evaluation
The new board evaluation forms have been tabled until board evaluation time next year.

Emergency Library Director Succession
Vollmer moved and Esvelt seconded the motion to accept the 2nd reading of the Emergency Library Director Succession. Motion carries.
Staff Meetings and Trainings / Annex and Library Maintenance
The cost and effect of closing an entire day (three times a year) vs. closing three hours a day (one time per month) was discussed. It was decided that the library would close three times per year. The only confirmed closed day during the year would be Columbus Day. The remaining two closed days would be more flexible. During these closed days maintenance would be done on the facilities (annex and library), staff meetings would be held (mandatory attendance required at two per year), and other staff trainings provided as necessary.

Personnel Policy
The newly approved policy was distributed to board members.

8. NEW BUSINESS
Audit Report
Candi Fronk and Connor Price from Price/Fronk and Co. came to the board meeting and discussed the current audit report. The report was gone through page by page and questions were answered by the auditors. Everything in the report looked good and the library district has good checks and balances in place. A copy of the audit will be included with this summary in the Public Records and Minutes notebook.

9. Governance
Board Committee Principles
The board agreed that the library is in compliance with page 2 of the policy.

10. Executive Limitations
Communication and Support to the Board
The board agreed that the library is in compliance with page 15 of the policy.

11. Director and Youth Services Reports/Stats
Adult services/activities and electrical issues were discussed.

12. Library Closures
The library was closed December 25th and January 1st for the Christmas and New Year Holiday.

13. Upcoming Dates
The next regular board meeting will be on January 9, 2018 at 4:00 p.m.

14. Agenda/Budget Additions
An updated calendar of events will be distributed at the next Board meeting.

15. Adjournment
It was moved and seconded (Vollmer/Esvelt) to adjourn the meeting at 5:28 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton