JEFFERSON COUNTY LIBRARY DISTRICT
REGULAR MEETING SUMMARY
December 13, 2018

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

1. Call to Order
The meeting was called to order at 1:00 p.m. by Board Chair Stephen Hillis.

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

3. Public Comment
None.

4. Accept Minute Summary
Chittenden initiated a conversation as to whether or not (as stated in the minute summary) the board was diverse. It was discussed that there were many different ways in which to be diverse and that the board considered itself to be diverse in its thinking and opinions. There was also a discussion on the importance of networking among the various entities of the District (committees, foundation, etc.). This subject was commented on during the November meeting and it was the consensus of the board that they would like that information to be specifically stated in the minutes. It was moved by Stovall and seconded by Guy Chittenden to approve the minute summary of November 19, 2018 with this change. Motion passed unanimously.

5. Financial Review
The library accountant, Mick Knobel, shared that we do not have a bottom line yet for the end of the year transfer. It was moved by Esvelt and seconded by Stovall to accept the financial review as presented. Motion passed unanimously.

Executive Session
None

6. UNFINISHED BUSINESS
New Facility
This month’s Westside Community Campus (WCC) meeting was cancelled. Hillis will mention to some of their members the board’s concern that the meetings stay on schedule in order to keep the process moving.

New policy recommended by SDAO - 2nd reading
It was moved by Stovall and seconded by Esvelt to accept the second reading of the Preventative Maintenance policy. Motion passed unanimously.

Rental Upgrades
Information shared by Willow Canyon Properties (WCP) in regards to the south unit of the 8th street duplex is as follows: the electrical repair at the rental on 8th street will be approximately $11,000. It will also cost an additional $10,000 for removing and replacing the drywall and then completing the finishing work. Asbestos was found in the attic space - if work were to be done, this would need to be removed by a hazmat restoration company and would be an additional charge. WCP will be asked to confirm in writing that the renters occupying the north unit in the duplex are safe from both the asbestos and electrical problems relating to this current issue. The board will review in January.

NEW BUSINESS
Reconciliation
Chittenden asked whether there was any way to bring people back on board after the public comment at the board meeting and letters to the editor. Adding programs to draw people in was discussed and Hillis suggested having “positivity moving
forward”. New and innovative programming is being added (and advertised) and this along with the continuation of patron favorites such as story time and book club is taking the library in a positive direction.

**Ecommerce Upgrade Option from Sierra**
The board discussed the costs involved with accepting online payments using the upgrade in the shared Integrated Library System. There would be a $99 setup fee, a $25 per month charge, and then 10 cents per transaction. The board agreed that this would not be happening at this time. **It was moved by Chittenden and seconded by Esvelt not to approve this service. The motion passed unanimously.**

7. **Governance**
   **Board Committee Principles**
Committees are encouraged to report to the board at any time but especially when there are changes. New ideas and goals are welcome. Also discussed was a need to: update and/or change the website, insert the library into the community, get input from staff on their ideas and feelings about the community and outreach to the community. The board agreed that the library is in compliance with page 2 of the policy.

8. **Executive Limitation**
   **Communication & Support to the Board**
The question of what is the difference between open discussions and directives to the Director, was asked. In order to help differentiate, the board chair will clarify directives at the end of each discussion. Stovall suggested that not all excess funds from the budget needed to be added to the building fund - some of the excess should go back into the current library. Chittenden’s opinion was that funding the new facility should be a very high priority. Consensus was that the Board should evaluate the funding at the end of the year and have a wish list by February. The board agreed that the library is in compliance with page 15 of the policy.

9. **Policy Review**
   **Review Entire Personnel Policy**
The entire personnel policy was gone through line by line and changes were made as needed. The amended policy will be attached to this summary and placed in the Minutes and Public Records notebook. It was recommended that there be a salary change to the job descriptions as follows: Clerks salary range would be stated as “minimum wage to $13 per hour” and Specialists would be “$13 to $19 per hour”. **It was moved by Stovall and seconded by Esvelt to accept the changes to the personnel policy as amended. The motion passed unanimously.**

**Director and Youth Services Reports/Stats**
Rosemary Mcgee, treasurer of the Endowment foundation, submitted their yearly financials. The report included information from the Friends of the Library and the Community Read committee, as she compiles those reports also.

10. **Library Closures**
    December 24th and 31st the Library closes at 2pm.
    December 25th and January 1st the Library closes for Christmas and New Years.

11. **Upcoming Dates**
    Tuesday, January 15th, at 3pm, next regular board meeting.
    SDAO conference in Sunriver, Feb. 8-10, 2019.

12. **Agenda/Budget Additions**
    Monthly (?) ongoing article in the Madras Pioneer and/or the Round-up was suggested. Cost-effective advertising will be discussed with the Madras Pioneer.

13. **Other**
    Stovall asked for suggestions on how to thank the staff for a great year. It was decided to give each staff member two movie tickets each as a gift from the board. **It was moved by Chittenden and seconded by Esvelt to approve this cost. The motion passed unanimously.**

14. **Adjournment**
    It was moved by Stovall and seconded by Chittenden to adjourn the meeting at 3:39 p.m. The motion passed unanimously.

Respectfully submitted, Suzanne Britton