



Board of Directors Meeting
Tuesday, April 9, 2024 @ 4:30 p.m.
241 SE 7th Street, Madras, OR 97741

MINUTES

Board Members Present: Susan Stovall, Tiffany Turo, Stephen Hillis, Karen Esvelt, Tess Ballard
Staff Present: Jane Ellen Innes, Laura Jones, Gabrielle Beebe, Kristin Peterson
Guest Present: Davida Plaisted (JCLA chair)

1. **Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:32 pm.
2. **Acceptance of Agenda and Establishment of a Quorum.** Karen Esvelt moved and Stephen Hillis seconded to accept the agenda with flexibility. Motion carried. A quorum was present.
3. **Public Comment.** None
4. **Presentations from Outside Groups.** None
5. **Review/Approval of Minutes** - Regular Meeting March 12, 2024. There were no corrections to the minutes. Hillis moved and Tiffany Turo seconded to accept the minutes as presented. Minutes stand approved.
6. **Finance Report** – Financial Statement ending March 31, 2024. Jane Innes discussed the balance sheet and went through the individual budget line items that are over budget. Tess Ballard moved and Esvelt seconded to approve the financials as presented. Motion carried.
7. **Unfinished Business**
 - a. Building Project update – Innes presented the latest design concept from the architects. Members of the building committee answered questions from the Board.
 - b. eBook transition update – Innes discussed the timeline and the process of transitioning to LEO.
 - c. Budget assumptions update – Innes is adding an assumption that the library will open on Fridays for the next fiscal year. This will add approximately \$9000 to the personnel budget.
8. **New Business**
 - a. Policy Monitoring
 - i. Executive Limitations: Financial Condition and Activities/Planning and Budgeting. Stovall commented she thought they were on track and doing everything needed. There is one minor change in Financial Conditions policy: change “in debt” to “indebt” in item 1. The Board agreed they are in compliance with both policies.
 - ii. Executive Limitations: Treatment of Library Users. The Board agreed they are in compliance with the policy.
 - b. Changes to Board calendar FY 23-24. The Board agreed with suggested changes to move certain calendar items to a previous or following month.
 - c. May – September Outreach Activities, Board Ambassadors. There are many activities coming up that will require Board Member participation.
 - d. Library Director’s annual review

----At 5:21 pm the Board moved into Executive Session to discuss the director’s evaluation.

----The Board moved out of executive session at 5:45 pm. They had discussed directors evaluation; no action was taken.----

9. Reports – In addition to the team report

- a. Public Operations. Laura Jones discussed outreach contacts for youth programs and the early literacy kit program. Spanish computer classes have started with great turnout. Gabby Beebe discussed the talk-about program – she is receiving interest from community members to share their topics.
- b. Technical Operations. Beebe discussed the pick-up lockers status, the possibility of adding streaming music service Freegal, and the possibility of changing catalog software.
- c. Admin/Finance/Public Relations/Community Outreach – Innes and Jones talked about potential Camp Sherman services, particularly Summer Reading program activities. Innes discussed estimating next year’s property tax revenues.

10. Upcoming Events - see team report for complete list

April 18, 7:00 pm - Talk-About (How to be a Better You)

May 9 at 5:30 pm – Budget Committee Meeting

May 14, 4:30 pm - JCLD Board meeting. The Board decided to move the May meeting to May 21 with the budget hearing preceding the board meeting.

11. Ending Remarks. None

12. Adjourn. Stovall adjourned the meeting at 6:34 pm.

Respectfully Submitted,

Kristin M. Peterson

Kristin Peterson

JCLD Administrative Assistant and Acting Secretary to the Board