**District Board Meeting**

**Tuesday, December 10, 2019**

**Minutes of Meeting**



**Attending**

Board Present: Stephen Hillis, Susan Stovall, Karen Esvelt

Board Absent: Guy Chittenden, Royce Embanks

Staff Present: Jane Ellen Innes

Guests: Daniel Kieffer, Connor Price, Mick Knobel

**I. Call to Order**

The meeting was called to order by Stephen Hillis at 2:02 pm.

**II. Acceptance of Agenda and Establishment of a quorum**

A quorum was present. Stovall moved to accept the agenda with flexibility. Esvelt seconded. The motion passed unanimously.

**III. Public Comment**

There was no public comment.

**IV. Approval of November 2019 Minutes**

Susan Stovall moved to accept the minutes from the regular Board meeting on November 12, 2019, with minor grammar and spelling changes. Esvelt seconded. Motion passed unanimously.

**V. Auditor’s Report**

Connor Price and Daniel Kieffer, from the accounting firm of Price, Fronk & Co., presented the Jefferson County Library District Annual Financial Report for the year ending July 30, 2019. The auditors noted that significant staffing changes included hiring a new library director, and staff changes at Price, Fronk & Co. The audit identified no significant issues. The auditors reported that the capitalization policy needed to be consistent: The capital purchasing policy on page 10 determined, "Furniture and equipment with a purchase price of five hundred dollars ($500) or more shall be considered capital purchases. The amount on page 19 was listed as $5,000. The board consensus was that both areas should read $500.

The Library holds no long-term debt, and its net position increased $150,000. Property taxes were discussed. It was explained that lower payroll expenditures for 2018-19 were a result of staff turnover, and the gap between when the previous director retired, and the current director began. The financial impact of the urban renewal district recently approved by the City of Madras was also discussed.

Review of the upcoming gift of assets (building, furniture, content) from the Juniper Branch of the Family Finders (JBFF) occurred; the auditors emphasized that the Library should use the JBFF cost basis because the organization was gifting it to the JCLD. All present discussed how to identify the cost basis for the JBFF.

Stovall moved that we accept the annual financial report as presented. Esvelt seconded. Motion passed unanimously.

Overflow discussion continued, and the accounting firm voiced appreciation to the JCLD accountant, Mick Knobel, for his expertise in preparing GAAP financial statements.

**VI. Library Department Spotlight – Postponed until January**

**VII. Financial Review**

The Board reviewed the balance sheet and income statement provided by the accountant.

**VIII. Old Business**

*1. RFID Update*

Innes reported that the hardware team was arriving on Wednesday, 12/11/19, to install the customer self-check, and also install the circulation assistant software on the computers in the technical services area, and to install the sort assistant software on the circulation desk computers. Swan Liu is the team leader for the RFID project and will be the contact person during the installation. Dion Hryciw is also available to assist with computer-related technical questions.

*2. Board Governance Refresher – Survey Monkey*

Innes will send out a Survey Monkey survey with possible times to meet with Margo Helphand and receive a board governance refresher.

*3. Grant Updates*

Innes reported that Community Services Specialist, Gretchen Schlie, is applying for an outreach grant and may be contacting board members for background information about outreach efforts from the last decade. She is considering creating a summer youth theater program.

*4. Family Finders Transfer – Formally accept the donation from Family Finders*

The Board discussed the upcoming gift from the Juniper Branch of the Family Finders (JBFF) that includes land, building, parking, and inventory. Funds may be used for building maintenance expenses (e.g., heating, cooling, lock changing). Aside from maintenance expenses, the JBFF would like all liquid assets to be designated for a genealogy center at the Jefferson County Library.

Stovall moved, and Esvelt seconded that move that the Jefferson County Library District accept the gift from the Juniper branch of Family Finders Inc., of the building located at 21 SE D Street, Madras, OR 97741), the contents (books, film, CDs, equipment and furniture) and the remaining cash balance in the JBFF checking account. And all assets to be restricted for use for a genealogy center in the Jefferson County Library. Motion passed unanimously.

**IX. New Business**

*1. Policy Review*

The Board determined that it complied with the following policies:

* Monitor – Board Governance: Board Committee Principles (p. 2)
* Monitor – Communication and Support to the Board (p. 17)

Stovall moved, seconded by Esvelt, that the proposed changes to the Operations Policy, presented at the November Board meeting, be approved. Motion passed unanimously.

*2. 2020 Insurance Policies – Liabilities and Auto*

Innes reported that she had received auto and liability insurance information from SDIS through PayneWest Insurance – Madras (agent). Innes will sign the renewal on behalf of the Library. Board members requested that a representative of PayneWest be scheduled to attend the January Board meeting to provide an overview of the coverage. Innes will contact the appropriate parties to determine our insurance needs related to adding the JBFF building/annex to the Library.

*3. HR Considerations*

The Board considered several human resource-related topics. The library director's job description should be reviewed and revised. Innes commented that a systematic review of all job descriptions was in process. The Adult Services Specialist and the Community Services Specialist job descriptions are current, but others need review. All agreed that salary ranges were not relevant to descriptions and that salary ranges could be stored elsewhere. Innes then discussed the responsibilities of a Library Clerk and a Library Specialist. There are one or more job descriptions classified as a Clerk that would be more appropriately classified as a Specialist. She will be sharing revised job descriptions before the 2020-21 budget process begins.

A discussion about changing full-time staff from hourly to salaried/non-exempt occurred. Knobel’s office will assist in determining the accurate annual salary. Innes will defer to the payroll specialist about when to begin the change from hourly to salaried. Knobel suggested that salaried employees still complete timesheets.

Innes mentioned that during the December 5, 2019 staff meeting, the staff had an informal holiday party with a White Elephant Gift Exchange. She expressed the desire to continue the tradition of a holiday party in December 2020 and would be requesting budgeting funds for that purpose. Stovall moved, and Esvelt seconded that this year, each staff member receive gift cards in the amount of $25 in appreciation for the staff members commitment to excellence at the Library. The discussion transitioned into budget topics with several board members offered suggestions for committee members. Innes explained that she was planning on reviewing all line items and moving to project-based budgeting. The 2020-21 Budget Committee would likely meet several times to re-align line items to coincide with specific projects or department increases designated for particular purposes.

*4. Library Functional Space Assessment*

At the November Board meeting, it was determined that the Board did not have information about building on the site of the current Library. Innes presented an overview of her discussion with Fred Gast, Jr., the architect who provided a functional space study for the Westside Community Campus option for the Library and shared the Board's concern about lack of information for the current site. Gast suggested that the Board commission a study of the current location to determine its feasibility. Esvelt moved, and Stovall seconded that the Board asks Fred Gast, Jr., for a functional space program study at the existing site, not to exceed $7,000. Innes will contact Gast to initiate.

X. Reports

The Director’s Report and Department Reports were reviewed as presented. Innes noted that Willow Canyon is requesting payment for work completed at 230 SE 8th. Innes will discuss with Sharon Collins, who handles payroll and property concerns for the JCLD and proceed as appropriate.

Hillis reported that there was an equipment failure during the December 6 showing of The Polar Express. He has contacted the repair company, and its representative will be contacting the Library to schedule a time to review and repair the equipment.

**XI. Adjournment**

With no further business before the Board, Stovall moved, and Esvelt seconded that the meeting adjourns at 4:05 pm. Motion passed. The JCLD Board of Directors meets next on Tuesday, January 14, 2020, at 2 pm in the Rodriguez Annex.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District

Stephen Hillis, President

Jefferson County Library District