



**District Board Meeting**  
**Tuesday October 13, 2020 @ 2:00 pm**  
**Minutes**

**Board Present:** Guy Chittenden, Royce Embanks, Karen Esvelt, Stephen Hillis, Susan Stovall  
**Staff Present:** Jane Ellen Innes, Laura Jones  
**Guests:** Julie Shepherd, Carrie Voiles representing Willow Canyon Properties

**I. Call to Order**

President Karen Esvelt called the meeting to order at 2:08 pm.

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

A quorum of the Board was present. Stephen Hillis moved, seconded by Susan Stovall, to accept the agenda as presented. The motion passed unanimously.

**III. Public Comment**

None.

**IV. Review and Approval of September Minutes**

Hillis moved, and Stovall seconded, to accept the September 2020 Board meeting minutes with the following change: move the report from the property management company to after public comments, and then follow with the review of the minutes and approval. The motion passed unanimously.

Discussion ensued. The process for bringing items to the Board was discussed. Chittenden revisited staff safety concerns. After dark, Laura explained that when staff leaves in the evening, most use the buddy system, meaning staff leave two-at-a-time. Chittenden suggested documenting events and notifying the property management company about inappropriate activity. **ACTION:** Safety Committee will establish a protocol and train staff. It was suggested that the Library applies for a 2020 SDAO Safety and Security Grant for additional outside video cameras.

The annual monitoring report that the director presents before the yearly evaluation was explained.

A variety of topics were discussed – Annex projects, creating project action plans, basement reorganization, preparing a preliminary SWOT analysis of the library, strategic planning. All agreed to schedule a work session outside of the regular board meeting when they could be discussed at length.

**V. Willow Canyon Property Management: Monthly Statement Overview**

Julie Shepherd explained the monthly statements and the reserve fund's purpose. The reserve fund covers any utilities or incidentals. Reports are generated the last time funds were

deposited. COVID regulations are much stricter than usual restrictions (e.g., entering the property, eviction processes). A brief discussion about re-purposing any properties for administrative use: Innes suggested a feasibility study; Shepherd agreed to assist. The Board supported the idea. The Board requested YTD accounting for all properties.

#### **VI. September Financial Reports**

The September financial statements were reviewed and accepted.

#### **VII. Annual Endorsement of JCLD Contractors**

The Board discussed the current providers for the following services: accounting, financial institution, auditing, and legal representative. It was agreed that a request for proposal be prepared to solicit attorney candidates.

Stovall moved, seconded by Hillis – Price/Fronk provide auditing services, and Mick Knobel, CPA, provides accounting services. The financial institution of record remains Columbia State Bank; the Special Districts Association of Oregon continues to provide liability insurance maintained through the local Payne West branch. An RFP be distributed for the JCLD's attorney of record. The motion passed unanimously.

#### **VIII. Old Business**

##### **1. Bequests Update Transfer**

Innes reported that she is still working with LPL Financial to transfer the final account to the Library.

##### **2. Cares 2 Grant**

Jones reported that Youth Services is in the process of applying for a Cares Grant through the State of Oregon Library. Part of the requirement for receiving the grant is to have CIPA provisions included in the Library's computer use policy. She recommended the following addition to Operations Policy #10 – Computer Use:

The JCLD complies with the federal Children's Internet Protection Act (Pub Law 106.554) by addressing the five key requirements:

1. Prohibits access by minors to inappropriate matter on the Internet
2. Protects the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
3. Prohibits unauthorized access including "hacking" and other unlawful activities by minors online
4. Prohibits unauthorized disclosure, use, and dissemination of personal information regarding minors
5. Incorporates measures designed to restrict minors' access to materials harmful to minors

The JCLD currently restricts access by minors to inappropriate matter with the use of filtering software. Their safety and security when using electronic mail and unauthorized access, including "hacking" and other unlawful activities, is addressed by ensuring that minors in our libraries are never left alone at a computer. Children alone are allowed to use the computers in the children's areas, and a children's librarian or other appropriate library staff is always present in the room. Children must present a library card, which is

validated against our patron database. Parents are also encouraged to supervise their children's Internet sessions.

Stovall moved, Royce Embanks seconded, that the Computer Use Policy #10 be amended to include these statements. The motion passed unanimously.

3. COVID Relief Fund Grant

Round 5 of the Coronavirus Relief Funding Grant Request for eligible expenses for costs from March 1 – October 9, 2020, is open October 12-23. November's request window is November 9-20. The December request window is to be determined.

**IX. New Business**

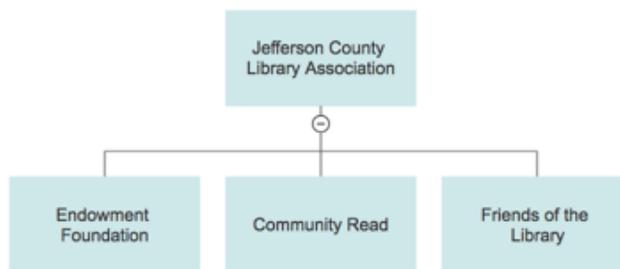
1. Facilities – Feasibility Study added to the future work session topic list.
2. Grant: Libraries Transforming Communities: Focus on Small and Rural – Tabled
3. Property Status and Update

The library has received new tables, chairs, circulation desk, and general use desks. A rotation schedule for both the Circulation Desk and the Reference Desk coordinates staffing for both areas. New part-time staff includes an on-call handyman and two shelvers, each working 5 hours/week.

Embanks departed at 3:59

4. Jefferson County Library Foundation

Innes explained the organization of the Jefferson County Library Association: The Endowment Foundation, Community Read, and Friends of the Library are three arms of the Association. All share the same tax ID number. The umbrella organization is the Jefferson County Library Association.



**X. Policy Review**

The Board reviewed agreed it complied with Governance Policy Chair and Vice-Chare roles; it also complied with the Linkage policy Monitoring Library Director Performance with the removal of the word "only." The Board tabled the two Executive Limitations policies, Financial Condition and Activities, and Financial Planning and Budgeting, until a board work session.

Jones departed at 4:37 pm.

**XI. Reports**

The Director's Report and Department Reports, Facility Report, and Property Summary were distributed in the Board packet for member review.

**XII. Adjournment**

Hillis moved, seconded by Stovall, to adjourn at 4:38 pm. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Ellen Innes", with a long horizontal flourish extending to the right.

Jane Ellen Innes

Secretary to the Board