



Board of Directors Meeting
Tuesday, July 12, 2022
MINUTES

Attending

Board: Susan Stovall, Tiffany Turo, Guy Chittenden, Karen Esvelt, Stephen Hillis
Staff: Jane Ellen Innes (arrived 4:04 pm), Laura Jones

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 3:00 pm.

2. Acceptance of Agenda and Establishment of a quorum

A quorum was present. Stephen Hillis moved, Tiffany Turo seconded, to accept the agenda with flexibility. Motion passed unanimously.

3. Public Comment

There were no public comments.

4. Review/Approval Minutes (Action Items)

Turo moved, Hillis seconded to approve the July 14, 2022 regular meeting minutes. **Motion passed unanimously.**

Turo moved, Karen Esvelt seconded to approve the June 28, 2022 budget hearing minutes, and the June 28 special meeting minutes. **Motion passed unanimously.**

5. Finance Report – for the month ending June 30, 2022

All present reviewed the financial statements for the period ending June 30, 2022.

6. Changes to the Agenda (consideration of late items) – None.

7. Unfinished Business

A. For review only: changes to May 24 Budget Meeting Minutes

Innes distributed the corrected May 24 Budget Meeting minutes to the Board.

B. Strategic Planning

The Board received the final version of the strategic plan, and a copy of the staff implementation plan. **Hillis moved**, Karen Esvelt seconded, to accept the final strategic plan report as distributed. **Motion passed unanimously.**

8. New Business

A. 2022-23 Calendar of Events (Action Item)

Guy Chittenden moved, Hillis seconded, to approve the 2022-23 Calendar of Events. Motion passed unanimously.

B. Board Meeting Logistics and Expectations

Chairperson Susan Stovall initiated a discussion about procedures for upcoming meeting and reviewed general expectations of the Board. Innes shared that a Board Book will be distributed at the August meeting and include bylaws, policies, and other relevant information.

C. Upcoming Activities – Fair and parade

All Board and staff are needed to staff the JCLD booth at the Jefferson County Fair, Jul7 20-23. Laura Jones will contact the Board to determine availability. Microsoft 365 orientation is scheduled for the August board meeting. The Culver Crawdad festival is on August 20; in addition to staff, Karen Esvelt volunteered to attend on behalf of the Board.

D. Policy Review

Members agreed that the Board complies with the following Governance Policies: (1) Executive Limitations – Financial Conditions/Activities, (2) Governance – Governing Style.

E. Hotspot policy revisions – Revisions to create a more comprehensive Technology Borrowing Agreement will be presented to the Board at a later time.

9. Reports

A. Director and Team

A list of staff and contact information was shared with the Board. It will be updated to include pictures, and included in the Board Book.

B. Facilities

Roofing the 241 SE 7th building will begin in late August. Innes and Jones offered clarifications during the discussion about facilities.

C. Grants

Jones reported that the library was not awarded a Trailblazers grant, and we are awaiting notice of whether the after-school program grant that would provide staff assistance to Star Todd (teen librarian specialist) to provide on-site activities at the elementary and middle schools was funded.

D. Board Requests

Guy Chittenden will work to determine how much the library has already spend on new facility development.

E. Strategic Planning Update

Members requested that strategic planning update be added to the board agendas and reported at least quarterly.

10. Board Correspondence and Reports

Agenda item set aside as needed by the members

11. Adjourn

With no further business before the board the meeting adjourned at 5:16 pm.

Respectfully submitted

Jane Ellen Innes

Jane Ellen Innes
Secretary to the Board