1. **Call to Order**
   
   Susan Stovall called the meeting to order at 3:04 pm.

2. **Acceptance of Agenda and Establishment of a quorum**
   
   Karen Esvelt moved, and Tiffany Turo seconded to approve the agenda with flexibility. The motion passed unanimously.

3. **Public Comment**
   
   None.

4. **Review/Approval of Minutes (Action Item)**
   
   Minutes for the November 8, December 13, and December 28, 2022, meetings were reviewed and accepted as corrected.

5. **Finance Report – Financial Statements ending December 31, 2021 (Jane)**
   
   Innes provided updated Jefferson County and Wasco County tax income and explained several other variances. Turo moved, and Esvelt seconded to approve the financial statements ending December 13, 2021, as presented. The motion passed unanimously.

6. **Staff Report – Laura Jones/Adriana Arizmendi Guadalajara International Book Fair**

7. **Unfinished Business**

   A. **Operating Policies (Action Item)**
      
      Changes identified by Board members during the December 13 meeting were incorporated into the final revised version of the Operating Policies. Turo moved, and Esvelt seconded to adopt the Operating Policies as revised. The motion carried unanimously.

   B. **Owners' Representative Update (Gabby)**
      
      Beebe reported on additional questions received and reminded everyone that the deadline for receiving responses to the Owner's Representative RFQ is Monday, January 16, 2023.

   C. **Final Audit Report** – made available to Board members in Teams.

8. **New Business**
A. Governance Policy Review
   Board members agreed they complied with the following Governance Policies:
   1. Governance – Governance Quality and Costs
   2. Executive Limitations – Asset Protection
   3. Executive Limitations – Financial Condition and Activities

B. Missing and lost material
   Members received and discussed the missing and lost materials report.

C. Appoint Budget Officer and Budget Committee

   **Turo moved**, and Esvelt seconded to appoint Jane Ellen Innes as the 2023-2024 Budget Officer and to appoint Debbie Taylor and Courtney Snead to three-year appointments (2023-2026) on the Jefferson County Library District Budget Committee. The motion passed unanimously.

   2023-2024 Budget Committee

   Term ending June 30, 2024 – Colleen Fletcher
   Term ending June 30, 2025 – Joan Starkel and Vanessa Niles
   Term ending June 30, 2026 – Courtney Snead and Debbie Taylor

D. Personnel Policies (35 pages)

   Members offered clarifications and suggestions for the District's Personnel Policies. Innes will update the Personnel Policies and present a revised draft for review and vote at the February meeting. Comments included: Include Oregon Paid Leave language, add consistent language to explain the director's responsibilities versus the District, and update the Inclement Weather Policy.

E. Annual Conflict of Interest Form

   Board members completed the annual conflict of interest form.

F. SDAO Annual Meeting – February 10-12, 2022, in Sunriver.

9. Reports

   A. Team – Distributed
   B. Facilities – No report in addition to Team Report.
   C. Grants
      - The American Rescue Plan Act Grant ended on December 31, 2022. Final reimbursement claims and final report are due Friday, January 13, 2023.
      - Go Kids – 2022-2023 is Year 2 of this grant focused on early childhood literacy.
• STEAM grant. This grant will provide afterschool STEAM activities at the Warm Springs K-8 Academy, remote STEAM activities at Big Muddy, Camp Sherman, and Ashwood, and at the Library. The Library will host STEAM events once a month in the Library for both children and families.

• Middle School Activities – JCLD reapplied at the grantor’s request. OCF reached out and asked us to reapply. This 2-year matching grant aims to enhance afterschool programming for middle school students through a partnership between the Jefferson County Library District (JCLD) and the Jefferson County Community Learning Center (JCCLC). The Library will dedicate a staff member focused on out-of-school programming within the JCCLC program.

• Ready to Read funds for 2023 = $8400

Programs to support summer reading programs, and community outreach.

Jane will add a grant report section to the budget packet.

10. Upcoming Events – see the monthly calendar distributed at the December 28 meeting.

11. Board Evaluation - Did the meeting today move towards the goals for the JCLD board?

Good discussion. Policy clarification. Productive meeting.

12. Adjourn

With no further business before the board, the meeting adjourned at 5:15 pm.

Respectfully submitted,

Jane Ellen Innes

Secretary to the Board