

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, June 11, 2024 @ 4:45 pm
241 SE 7th St, Madras, OR 97741**

Minutes

Board members present: Susan, Tiffany, Tess, Karen

Staff members present: Jane, Laura, Kristin

Guests present:

1. **Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:45 pm.
2. **Acceptance of Agenda and Establishment of a Quorum.** Tiffany Turo moved and Tess Ballard seconded to accept the agenda with flexibility. Motion passed unanimously. Jane Innes added Resolution 23-8 to the finance report. Stovall added Building Expansion talking points to Old Business 7.5. A quorum was established.
3. **Public Comment.** None
4. **Presentations from Outside Groups.** None
5. **Review/Approval of Minutes** – May 21, 2024 Board Meeting. No corrections/discussion of the minutes; they stand approved as presented.
6. **Finance Report** – Financial Statement ending May 31, 2024. Innes discussed the current finances and explained why a resolution is needed to ensure personnel expenses don't exceed the budget. Karen Esvelt moved, Ballard seconded to accept the financials. Ballard moved, Turo seconded to approve Resolution 23-08 to transfer appropriations required as a result of unforeseen expenses regarding personnel services occurring subsequent to the adoption of the budget for fiscal year July 2023 – June 2024 in accordance with ORS 294.45-(1). The transfer is \$30,000 from Contingency (General Fund) to Personnel Services (General Fund). Both motions carried unanimously.
7. **2024-25 JCLD Budget**
 - a. Stovall thanked the budget committee members for their time and effort.

Vanessa Nilles – Term ending June 30, 2024
Joan Starkel – Term ending June 30, 2024
Courtney Snead – Term ending June 30, 2025
Debbie Taylor – Term ending June 30, 2025
Colleen Fletcher – Term ending June 30, 2026
 - b. Budget Resolution 24-01
 - i. Resolution Adopting the Budget

Ballard moved, Turo seconded that the Board of Directors of the Jefferson County Library District hereby adopt the budget for fiscal year 2024-25 in the total amount of \$3,165,601. The motion carried unanimously.
 - ii. Resolution making appropriations

Ballard moved, Esvelt seconded that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024 for the following purposes:

<u>General Fund</u>		<u>Building and Improvement Fund</u>	
Personnel Services	757,130	Personnel Services	0
Materials and Services	501,883	Materials & Services	7,000
Capital Outlay	11,000	Capital Outlay	726,436
Debt Service	0	Debt Service	0
Interfund Transfers	500,000	Interfund Transfers	283,000
Contingency	100,000	Contingency	15,000
Total	<u>1,870,013</u>	Total	<u>1,031,436</u>
		Total APPROPRIATIONS, All Funds	\$2,901,449
		Total Unappropriated & Reserve Amounts	\$264,152
		TOTAL ADOPTED BUDGET	<u>\$3,165,601</u> *

During discussion of the resolution, Innes explained that the amount budgeted for General Fund capital outlay decreased from the initial budget approved by the budget committee because the expense for a new vehicle was deleted. The motion carried unanimously.

iii. Resolution Imposing Tax

Ballard moved, Turo seconded that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2024-2025: At the rate of **\$ 0.4349 per \$1000** of assessed value for permanent rate tax. The motion carried unanimously.

iv. Resolution Categorizing the Tax

Ballard moved, Esvelt seconded that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

(1) Permanent Rate Tax **\$ 0.4349/\$1,000**

(2) Local Option Tax **None**

The motion carried unanimously.

All sections of Resolution 24-01 were passed by the Board, therefore, the Fiscal Year 2024-25 budget is adopted.

7.5. Old Business. Innes discussed and distributed talking points about the building expansion so that the board and staff have the background and current information to share with the community

8. New Business

a. Policy Monitoring: The Board reviewed the policies of Board Governance - Global Governance Commitment and Executive Limitations - Collection Development. The Board agreed they are in compliance with both policies.

b. Review Results Policy. The Board reviewed the current results policy and will discuss potential changes at the July Board meeting.

c. Elect Board officers. Esvelt moved, Turo seconded to nominate Susan Stovall for chairperson of the JCLD Board of Directors for 2024-2025. Esvelt moved, Ballard seconded to nominate Tiffany Turo for JCLD Board of Directors vice chairperson for 2024-2025. Both motions carried unanimously.

9. Reports

- a. Public Operations. Laura presented a video of last year's highlights and discussed the 21st century STEM program
- b. Technical Operations. Jane discussed some issues with the Libby transition.
- c. Admin/Finance/Public Relations/Community Outreach. Stovall encouraged the board members to sign up for community events

10. Upcoming Events – see Teams report for full list

11. Director' Contract – The Board moved into Executive Session at 6:15 pm in accordance with ORS 192.660 (2) (a) (i) and ORS 192.660 (2) (a) to discuss the Library Director's contract for 2024-2026.

The Board moved out of Executive session at 6:35 pm. Esvelt moved, Turo seconded to approve the Library Director's contract for 2024-2026. Motion carried unanimously.

12. Ending Remarks Stovall questioned the board and staff which Results Policy they thought was the most important for next year.

13. Adjourn. Stovall adjourned the meeting at 6:43 pm.

Respectfully submitted,

Kristin M. Peterson

Kristin Peterson
JCLD Administrative Assistant and Acting Secretary to the Board