

**Board of Directors**

**Summary of Meeting August 13, 2019**

Board Present: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden

Board Absent: Royce Embanks

Staff Present: Jane Ellen Innes

**I. Call to Order**

The meeting was called to order by chairperson, Stephen Hillis, at 4:00 pm.

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

It was confirmed that a quorum was established. Stovall moved that the agenda be accepted with flexibility. Esvelt seconded. Motion passed unanimously.

**III. Public Comment**

No public comment.

**IV. Acceptance of Minutes Summary**

A summary of the July 9, 2019, meeting was distributed. It was moved by Stovall, seconded by Esvelt to accept the minutes as presented. Motion passed. Chittenden abstained.

**V. Financial Review**

The July balance sheet and income statement were reviewed. It was moved by Stovall, seconded by Esvelt to accept the financial documents as presented. Passed unanimously.

**VI. Old Business**

*1. Westside Development Project Update*

The Site Development Committee is meeting August 15, 2018 at 2 pm and Stovall will be representing the JCLD. The next Campus Partnership Committee meeting is scheduled for Friday, September 13, 2019 and will be attended by Innes and one board member who will be confirmed at the September Board meeting.

*2. Director Farewell/Welcome Open House*

Esvelt reported that after consulting with DeRese Hall, the former library director, and Innes, a library director farewell/welcome open house is scheduled for Wednesday, September 18 from 11:30 am – 1 pm at the library. Additional details to follow at the September board meeting.

*3. RFID Update*

Innes presented a financial overview of the project that compared the initial estimated costs, revised costs presented by the Deschutes Public Library (DPL) in July and her recommendation for modifying the hardware options. The initial implementation cost ($17, 340.00) did not include tagging supplies or labor. When adding $8890.00 for supplies and $12,600 for labor the total is $38,830.00, which is th`e revised total from the DPL in July 2019. After reviewing the options, Innes recommended holding on the security gate and installation, making slight modifications to the number of Compact Circulation Assistants (2 instead of 1) and Standard Shielded Circulation Assistants (2 instead of 4), and adding a scanning wand and one on-site training session, the revised total presented at the board meeting was $37,560.00. Innes has discussed the financial implications with the accountant and noted that the budget can support allocating the additional funds. The board discussed the option of installing the security gates now or at another time and decided to hold on the gates at this time, with the understanding that if the gates are installed later there could be ancillary installation costs not included in the current estimate.

It was moved by Stovall, seconded by Esvelt to authorize up to $40,000 for implementation of the RFID project with the additional funds coming from the contingency fund. Motion passed unanimously.

*4. Rental Properties*

248 SE 7th: Previous tenant lease ended on July 31, 2019; tenants have notified the property management company that they are still moving out. Since the lease expired, the eviction process was initiated. The 8th street property is still vacant.

**VIII. New Business**

*1. Director Moving Expense Reimbursement*

Innes requested a lump sum distribution for moving-related expenses in the amount of $3,000.00, the amount authorized by the board for director moving expenses. It was moved by Stovall, seconded by Chittenden that Innes be compensated $3000.00 for moving expenses. Motion passed unanimously.

*2. Computer Replacement Recommendation*

An inventory was completed for each computer that included information location, user, capacity, and age. Most of the workstations are running Windows 7, which will no longer be supported after 12/31/2019, requiring that all library computers be Windows 10 compliant. Based on changes related to the RFID implementation, 4 of the existing 22 workstations can be eliminated. Innes recommended replacing 8 staff computers and the circulation laptop, using Hryciw’s and May’s existing computers to replace the Catalog North and Back Counter computers updating them to Windows 10, and updating the public computers to 8GB RAM. Brief discussion ensued about (1) security of the director using a laptop, and (2) whether to swap one of the computers recommended for replacement in 2019 for the accounting computer, which was scheduled to be replaced in 2020. Innes agreed to check with CMIT to determine whether a slight modification to the recommendation should be made that allows the accounting computer to be upgraded in 2019 instead of 2020. Innes explained that the director’s laptop would be equipped with a Virtual Private Network (VPN) for security purposes and that all JCLD-related documents would be stored on the network and not on the individual computer (this would be the case for ALL staff computer users).

It was moved by Stovall, seconded by Esvelt to approve the recommendation as presented with the caveat that the director will confirm whether the accounting computer should be replaced now or in 2020. Motion passed unanimously.

*3. Policy Review*

The board reviewed two policies: (1) Governance: Board Job Description, and (2) Executive Limitations: Global Executive Constraint and agreed both complied. It was announced that Margo Helphand had been contacted to return to the library to present a refresher on the Policy Governance Model; it was agreed to schedule that in September after determining the availability of all board members. There was a brief discussion about ensuring that board meeting announcements be placed in the *Madras Pioneer* and weekly *Round-Up*.

**IX. Reports**

*1. Director’s Reports*

Several items in the Director’s Report (RFID, computer replacement, budget considerations) had been discussed earlier in the meeting. Innes reviewed the profitability of the Friends of the Library book sale and the Friend’s commitment to holding the event twice/year (second sale date to be determined). The Community Read will continue in 2020; the 2020 book will be selected by mid-October. Previous volunteers have been contacted to determine willingness to volunteer again this year. A treasurer has volunteered; the chairperson position is still vacant. Several board members suggested potential volunteers for the chairperson role. The Board discussed how to encourage more engagement by the Friends of the Library and the Foundation and agreed that, in addition to posting approved minutes on the Web site, that minutes be forwarded the chairs of library-related committees.

Staffing: Gabrielle Beebe returned part-time from leave on Monday, August 12. Revised job descriptions for the Adult Services Specialist and a new Community Specialist position were distributed for board information. Posting for the Community Specialist position will begin next week with the goal of hiring a part-time person by September. Staff members has modified their schedules to accommodate reduced staffing until this position is filled.

Facilities: Facilities implications related to the RFID project were discussed. Some decisions are dependent on future building plans, which is the reason security gates will not be purchased at this time (see above). Representatives from the company hired to implement the RFID tagging, installation, and training, along with a representative from the DPL will tour the library on Thursday, August 15, to discuss setting up required hardware in the existing facility.

County-to-Library Funds Transfer. Innes will begin initiating fund transfers from the county to the library once a month, around the 10th, instead of every quarter. This allows the unused funds to stay with the county and earn a higher interest rate than if the funds were held in the checking account.

Marketing and Branding. Innes distributed new generic business cards to board members, and also provided a sample of the staff business cards. A copy of the ad to be placed in the telephone book and the Madras High School annual sports activities book was shared. The board discussed including a monthly library column in the Madras Pioneer. Innes will investigate and report back to the board in September.

*2. Service Narratives and Statistics*

Department reports from Youth Services, Adult Services, Technical Services, and Circulation, along with July 2019 statistics were presented for board review. Chittenden requested that the missing chair in the public computer area be replaced. A question about whether the library was funding the Dolly Parton Imagination Library arose and the director will investigate and report to the board in September. Discussion ensued about how people are counted, adding library-related information in restrooms.

*3. Film Committee*

Hillis reminded all that the Screen on the Green in Sahalee Park is on Friday, August 16, screening How to Train Your Dragon: The Hidden World. Enough money has been raised through donations to fund the entire event. With the addition of the splash park, the committee decided to eliminate pre-movie entertaining. The splash park use ends at 8:00 pm when the library pre-film program begins. Movie screens at 8:30 pm. Upcoming movies scheduled for September are:

6 – Midsommer Night’s Dream (1999 – Kevin Kline, Michelle Pfeiffer, Rupert Everett). Play by Shakespeare.

13 – The Wife (2018 – Glenn Close, Jonathan Pryce, Christian Slater). Book by Meg Wolitzer

20 – If Beale Street Could Talk (2019 – Regina King, Stephan James, Kiki Layne). Book by James Baldwin.

Audiovisions will be on site before September movies begin to train several staff and committee members on how to use the film equipment in the Rodriguez Annex.

**X. Important Dates**

August 20 – Library presentation/Rotary at 12:00 noon. Innes and Esvelt will represent that library.

August 21 – RFID Project begins

August 27 – Summer Reading Program Ends

September 2- Library closed for Labor Day.

With no further business before the board, the meeting was adjourned at 6:00 pm. The next meeting is scheduled for Tuesday, September 10, 2019 at 4:00 pm in the Rodriguez Annex.

Respectfully Submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District Board of Directors