



**District Board Meeting
Tuesday September 8, 2020
Minutes**

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

Staff Present: Jane Ellen Innes, Laura Jones

Guests: Mick Knobel, Amanda Collver

I. Call to Order

Karen Esvelt called the meeting to order at 2:02 pm.

II. Acceptance of Agenda and Establishment of a quorum

It was determined that a quorum was present. It was moved by Susan Stovall, seconded by Guy Chittenden, to accept the agenda as presented, with flexibility. Motion passed unanimously.

III. Public Comment

None

IV. Review and Approval of August Minutes

It was moved by Hillis, seconded by Chittenden, to accept the minutes as presented. Motion passed unanimously.

V. Update signers for JCLD Columbia State Bank Accounts

Amanda Collver from Columbia Bank attended to acquire the signatures necessary to update the signature card for the District's primary checking account. (Collver departed at 2:14 pm). Following the signature updating, Innes reminded the Board that she was not a signer for the safety deposit box. It was moved by Hillis, seconded by Stovall, that Innes be provided with access to the District's safety deposit box. Motion Passed Unanimously.

VI. August Financial Reports

Mick Knobel reviewed the August financial statements with the Board and reported that he did not identify any anomalies.

VII. Old Business

1. Bequests Update. Innes reported that she had talked with Dan Comingore about the status of Gloria Comingore's bequests to the Library. One account is still outstanding and Innes will be corresponding via certified mail to the company in hopes of moving the disbursement forward. Knobel suggested that the funds from the Comingore estate be identified separately in our financial reports and said he would make that so.
2. End of Year Financial Review. Knobel presented the highlights of 2019-2020 fiscal year. Unexpected revenues from inheriting the Juniper Branch of Family Finders, and the Comingore Estate created a \$477,000 increase in revenues. Income/expenses for FY 2019-20 was \$43, 575. Hillis moved that

balance of the 2019-20 FY income/expenses be allocated to the District's building fund. Stovall seconded. Motion passed unanimously.

Property tax considerations were discussed. The difference between charging something as a regular expense versus a capital expense was clarified and when a charge should be capitalized. Rental income was \$44,000, expenses were \$24,000.

The Board directed Innes to obtain the fair market value of the JBFF Building, 21 SE D Street, that the District inherited from the Juniper Branch of Family Finders.

VIII. New Business

1. Review Signature Accounts

Innes had distributed a list of bank account and signers of all District-related financial accounts. Upon review, Hillis moved, Stovall seconded, to rescind the previous motion dealing with authorized signers for the District's safety deposit box. Motion passed unanimously. Another motion followed. Hillis moved, Stovall seconded to amend the main motion by adding Karen Esvelt as an additional authorized signer for safety deposit box access. Motion passed unanimously.

2. Grants

The Library qualifies for 2 grant opportunities.

A. IMLS – The State Library of Oregon has received \$381,108 in CARES Act funding from the Institute of Museum and Library Services. With approval from our State Library Board, the State Library of Oregon is distributing those funds through a sub-grant program to eligible public libraries, community college libraries, and federally recognized tribes. The JCLD is eligible for up to \$9798.00. The eligible costs are primarily focused on computers and peripherals: WiFi hotspots, laptops/tablets /devices, extend of add additional WiFi coverage, tools supporting workforce development activities, video conferencing software, local programming to promote digital skills development, up to 50% of the grant may be spent on PPE.

Several of these items require the Library to verify that it is Children's Internet Protection Act (CIPA) compliant. Laura Jones will determine if we are, and if we are not, what action the Library needs to take to become compliant,

B. COVID Relief Fund funds for Special Districts

The Fourth Round of COFID-19 Expense Reimbursement open September 14 and Innes hopes to have access to the grant portal this week. This and the IMLS grant are both reimbursement grants. Innes and Jones provided examples of items reimbursable. Knobel said he would set up 2 grant income categories (CARES 2 and CRF) along with matching grant expense categories to track both expenses and reimbursements.

Hillis moved, Chittenden seconded, to agree to submit expenses to both reimbursement grants, realizing there is a small chance some of the items may not be reimbursed. Motion passed unanimously.

3. Staffing Update

Innes reported that she is using the resources available to her from SDAO to become more knowledgeable about HR practices and processes. The District also has access to the resources available through HR consulting firm, HR Answers. She plans to check with the SDAO HR department for basic assistance and also conduct a partial HR audit with the assistance from the consulting company. Expenses would not exceed \$2000.

She reported that initial mentoring meeting were held in June with each employee, and that follow-up meetings were completed by the first week in August. At the follow-up meetings, employees were asked to complete the coaching form, set at least 2 goals for the 2020-21 fiscal year, identify training opportunities, and review and sign the job description.

4. Security Considerations

Based on recent computer virus situations, Innes recommended that Chromebooks be purchased for all Board members and that they be used exclusively for Board business. Discussion ensued and all agreed it was a good idea to proceed.

5. Library/School Collaboration

Laura and Star Todd met with the new 509-J district librarian to discuss opportunities for collaboration. Based on the discussion, staff is creating a process for students to receive limited use, database only library cards. Full access will require parental/guardian approval.

Jones went on to discuss collaborative activities with Warm Springs, Big Muddy, and Ashwood. A brief discussion about how to serve the Camp Sherman area followed.

Jones also reported that collaboration with homeschoolers was moving forward (beginning 9/5/20) with groups able to schedule specific times in the Annex for activities.

6. Library Expansion Alternatives

Innes reported that the staff areas of the libraries are getting to full capacity and engaged the board in a lively discussion about alternatives. All agreed to consider alternatives and to dovetail this issue into its future strategic plan.

(Embanks departed the meeting at 4:08 pm)

IX. Policy Review

The Board reviewed (1) Accountability of Library Director, and (2) Global Board-Library Director Linkage and agreed the Board complied with both. A new version of the Operating Policies had been presented at the August meeting for action at the September meeting. The Board reviewed each policy (#1-20) and offered minor suggestions for clarity and punctuation. After the review, Hillis moved that the Board adopt the operating policies as amended. Chittenden seconded. Motion passed unanimously.

(Stovall departed the meeting at 4:40 pm)

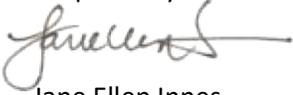
X. Reports

The Director's Report and Department Reports, Facility Report, and Property Summary were distributed in the Board packet. All present agreed it would be helpful for a representative from the property management company to attend a future meeting and interpret how to best understand the report. Innes agreed to schedule the company for a future meeting.

XI. Adjournment

With no further business before the Board, Hillis moved, Chittenden seconded, that the meeting be adjourned at 4:49 pm. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Ellen Innes".

Jane Ellen Innes
Secretary to the Board