



**Board of Directors Meeting**  
**Wednesday, December 13, 2023 @ 4:15 p.m.**  
**241 SE 7<sup>th</sup> Street, Madras, OR 97741**

**MINUTES**

Attending

Board: Susan Stovall, Stephen Hillis, Tess Ballard, Tiffany Turo, Karen Esvelt  
Staff: Jane Ellen Innes, Gabrielle Beebe, Kristin Peterson

1. **Call to Order:** Chairperson Susan Stovall called the meeting to order at 4:16 pm.
2. **Acceptance of Agenda and Establishment of a quorum:** A quorum was established. Tess Ballard moved, and Tiffany Turo seconded to accept the agenda with flexibility. Motion carried unanimously.
3. **Public Comment:** none
4. **Presentations from Outside Groups:** none
5. **Review/Approval of Minutes** - Regular Meeting – November 14, 2023. There were no corrections. The minutes stand approved.
6. **Finance Report** – Financial Statements ending November 30, 2023. Kristin Peterson discussed the profit vs loss statement. She will itemize expenses for the building expansion in the future. Turo moved, and Ballard seconded to accept financials. Motion carried unanimously.
7. **Unfinished Business**
  - a. Building Project: Architect update. Stovall discussed the results of the building committee meeting. The board discussed potential funding sources.
  - b. Board evaluation process: Karen Esvelt presented questions for board self-evaluation. The board members discussed their working relationship and effectiveness. They agreed that the board works very well together in finding solutions that work for everyone. The board also works well with the director. The meetings will finish with ending remarks.
8. **New Business**
  - a. Policy Monitoring
    - i. Executive Limitations: Communication and Support to the Board. The board discussed the policy and agreed that they are in compliance.
    - ii. Board Governance: Board Committee Principles. The board agreed that they were applying the committee principles correctly. They comply with the policy.
  - b. Policy Overview: Personnel Policies. Innes requested feedback from the board on the current personnel policies. She will present revised personnel policies next month.

- c. Central Oregon STEM Hub grant. Ballard moved, and Hillis seconded the resolution: Be it resolved that the JCLD board of directors resolves to accept grant funds of \$6000 from the Central Oregon STEM hub for the purposes identified in the grant. The motion carried unanimously.
- d. Electronic books. Innes explained the process required to receive ebooks through the Eastern Oregon Libraries rather than the Deschutes Public Library. The board discussed the pros and cons, including the financial ramifications. Hillis moved that the JCLD director proceed with switching our ebook access to the Libraries of Eastern Oregon consortium. Esvelt seconded the motion. The motion carried unanimously.

**9. Reports**

- a. Management
- b. Facilities – Innes proposed moving into the empty building on the library property. The board reached a consensus that the director could move forward in researching the feasibility of making the house her residence.
- c. Grants – No report

**10. Upcoming Events** – see Teams report. Future Board meetings will move from starting at 4:15 to 4:30 on the second Tuesday of the month.

**11. Board evaluation** – New question based on new evaluation process – Ending Remarks.

**12. Adjourn.** The meeting adjourned at 6:03 pm.

Respectfully submitted,

*Kristin M. Peterson*

Kristin Peterson

JCLD Administrative Assistant and Acting Secretary to the Board