

# Minutes

Jefferson County Library District Board Meeting  
December 14, 2021



## Attending

Board: Guy Chittenden, Karen Esvelt Stephen Hillis, Susan Stovall, Tiffany Turo  
Staff: Jane Ellen Innes, Laura Jones

### I. Call to Order

Chairperson Karen Esvelt called the meeting to order at 1:08 pm

### II. Acceptance of Agenda and Establishment of a quorum

With a quorum present, Stephen Hillis moved, Susan Stovall seconded to approve the meeting agenda with flexibility. Motion approved unanimously.

### III. Public Comment

None

### IV. Review/Approval of Minutes

Board members noted a few corrections. Hillis moved, Guy Chittenden seconded, to accept the board meeting minutes of November 9 and work session on November 23, as corrected. Motion passed unanimously.

### V. Financial Report for the period ending November 30, 2021.

The Board reviewed the November financials. Stovall moved, Hillis seconded, to accept the financial report as presented. Motion passed unanimously.

Stovall moved, Hillis seconded, to authorize Laura Jones to approve invoices that fall under 7500 – Literary and Artistic Materials. Motion passed unanimously.

### VI. Old Business

#### A. Penny Hummel – Strategic Planning

Hillis moved, Chittenden seconded, to hire Penny Hummel as a consultant for the strategic plan. Motion passed unanimously.

#### B. Director evaluation in January

The Board and Director agreed to move the annual Director evaluation from April to January. The Board will meet on January 25, 2022, to conduct the evaluation. Before that meeting, the members will review the Directors contract, the *Monitoring the Director's Performance* document, and the *Results Policy* and come to the meeting prepared to discuss the activity from January 1 – December 31, 2021. After approving the revised results policy, Innes agreed to use the new Results Policy for her evaluation.

C. *21 D Street*

Stovall shared that a local group has expressed interest in purchasing the Library's "D" Street property. Stovall moved, Hillis seconded, to proceed forward with the sale of the property after a full appraisal. Motion passed unanimously.

Tiffany Turo moved, Hillis seconded, that the Library will secure a realtor after appraisal to work with potential buyers. Motion passed unanimously.

**VII. New Business**

A. *Review of Governance Workshop*

- Revised Results Policy – first reading.

The Board reviewed the proposed updated Results Policy. Hillis moved, Turo seconded to waive the second reading of the policy and approve the revised Results Policy as presented. Motion passed unanimously.

- Monitoring Executive Director Performance

Board will complete the monitoring document before 1/25/22. The topic for the board workshop is Director evaluation. Executive Limitations and results policy.

Contract, new results policy, Executive Limitations.

Jane will complete the results monitoring report by the next regular meeting

B. *Policy Review*

- Governance | Board Committee Principles – Members agreed on several minor word changes to improve the clarity of the policy, after which the Board decided it complied with it.
- Executive Limitations | Communication and Support to the Board – the Board complies.
- Board policies versus Administrative Rules. The Board had a brief discussion about the difference between policies and administrative rules.

C. *SDAO Annual Conference*

Esvelt, Chittenden Jones, and Innes will be attending the SDAO Annual Conference in Eugene on February 9-12, 2022.

D. *Board meeting on 12/28/21*

All present confirmed they were available for a Special Board Meeting on December 28, when the auditors will present their report.

Members agreed that unless otherwise stated that Board meetings are on the 2<sup>nd</sup> Tuesday of each month at 3:00 pm, and Board work sessions, or a Special Board Meeting if necessary, are on the 4<sup>th</sup> Thursday of the month at 3:00 pm.

**VIII. Reports**

A. *Teams*

The Board engaged in a general discussion about the December Team report. Innes explained the Human Resources audit.

B. *Facilities*

Innes explained that she would be getting quotes for landscaping around the current library facilities.

C. *Properties*

No report

D. *Grants*

Stovall moved, Hillis seconded, that the Board approved the following

RESOLUTION No. 21-04:

The Board of Directors of the Jefferson County Library District resolves to accept the Go Kids grant in the amount of \$15,500 for two years from the Jerome S. and Barbara Bischoff Sub-fund of the Oregon Community Foundation. The funds are designated for resources to support early literacy 2021-22. These funds will be used exclusively for this project.

Motion passed unanimously.

**IX. Other Business**

Innes will check on the elected or appointed public officials' conflict of interest status.

Innes will distribute a list of members with telephone numbers to the Board.

**X. Adjournment**

With no further business before the Board, Hillis moved, Stovall seconded, to adjourn the meeting at 3:25 pm.

Respectfully submitted,



Jane Ellen Innes  
Secretary to the Board