**Special Meeting**

**JCLD Board of Directors**

**Tuesday, October 8, 2019**

**Minutes of Meeting**



**Attending**

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

Staff Present: Jane Ellen Innes, Laura Jones

Guests Present: Mick Knobel

**I. Call to Order**

The meeting was called to order at 4:02 pm by Stephen Hillis.

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

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

**III. Public Comment**

There was no public comment.

**IV. Acceptance of Minutes**

It was moved by Stovall and seconded by Estvelt that the minutes be accepted as presented. Motion passed unanimously.

**V. Library Department Spotlight – Youth Services/Children**

Laura Jones, Youth Services Children’s librarian presented a summary of the department’s recent activity. A weeding project, based on annual circulation, has been completed in preparation for the upcoming RFID tagging. The department has added a variety of youth programs including role playing on Saturdays that has generated enough interest to consider adding it as a monthly activity. The staff is working with 4H extension to create complementary programs. Family game night has been a popular activity and continues in October and November. Weekly story time continues to increase in popularity.

Jones had recently prepared a proposal to solicit funds for a moderate remodel of the children’s area of the library with the goal of opening the area up and maintaining ADA compliance. The goal of the project is to create an area that focuses on interaction and play that encourages children to be ready to learn. The fundraising campaign goal is $6400 to include removing the risers in the children’s section, push the bookcases against the wall, improve flooring, update furniture and add play spaces. The effort is on its way to meeting and exceeding its fundraising goal. The library hopes to complete this project by the end of 2019.

Following Jones’s presentation, the board discussed the specifics of the project and asked a few questions for clarification. It was suggested that the Foundation be approached about helping if additional funds are needed. Jones was thanked for her presentation and encouraged to keep up the good work. Embanks suggested sending a request for funding to the City of Madras.

**VI. Financial Review**

A summary of the rental property was distributed and briefly discussed. September income statement and balance sheet were reviewed.

**VII. Old Business**

*1. Westside Community Campus Update*

Hillis summarized the Bean Foundation/Westside Community (WCC) Campus progress and explained that the architect would be one of the library’s choosing and that the land used by the library would be owned by the library. Discussion ensued about the financial impact of proceeding and clarifying questions were presented. All were reminded that Fred Gast was the architect hired to determine the feasibility of the WCC. Stovall reminded all present that the library portion of this project was independent from the Bean Foundation. Other potential participants include the Historical Society, the Kids Club, and the School District. The board asked Knobel to clarify the library’s current financial position. Knobel reminded the board that results of the flood plain study are a critical decision-making component. All present agreed that it would be helpful if the Bean Foundation could clearly articulate its vision for the project.

Discussion continued about the optimal placement of the library on the campus and considered the viability and walkability of the location. Ideally, the board concluded it would prefer to identify existing and potential partners in the project, review a flow chart of the process, and define other parameters for moving forward. It was agreed by all to schedule a meeting with the Bean Foundation before the end of October. Innes will schedule.

*2. Director Farewell/Welcome Party Wrap-up*

Stovall and Estvelt shared that the director farewell/welcome event was well attended and provided a well-deserved send off for Derese Hall. The event was advertised via email invitation, in the Pioneer, and on the Chamber of Commerce Web site.

*3. RIFID Update*

Innes reported that RFID tagging should be complete by October 25. The number of tags estimated may be low and only accounted for the print collection. The self-check and other hardware should arrive by the end of October. Continued tagging will be required to catch items loaned to other libraries. The self-check will be in place and ready to use during the first week of December, when the contracting company will return to complete the installation. CMIT has been in contact with the company to determine Internet and software configurations.

**VIII. New Business**

*1. Policy Review*

All policies reviewed: (1) Ex Limitations Policy: Board Governance: Chair/Vice Chair Responsibilities, (2) Linkage Policy: Monitoring Library Director Performance, (3) Board Evaluation/Self Evaluation Form/Board Member Goal Sheet, and (4) Policy Overview – Board Bylaws were all reviewed and determined to be accurate.

*2. Personnel Policy Considerations – Holidays*

Innes reviewed the existing personal policy relating to holidays. As it currently reads, the library closes at 2 pm on Thanksgiving, Christmas, and New Year’s eves. It also states that the library will be closed on the day after Thanksgiving. Hourly staff are allowed to make up the time or take leave without pay. Innes expressed concern that full-time employees are currently paid hourly, making all staff except the director hourly staff. She suggested that the policy be amended to provide full-time hourly employees with regular pay when the library is closed (for example from 2-7 on the eves), and that the day after Thanksgiving be changed to a staff work day to allow those employees who wish to work the opportunity to do so. Innes was asked to present a revised policy at the November board meeting for further discussion.

*3. Board Governance Refresher*

All present agreed to schedule a board governance refresher after the first of the year. Innes will contact Margo Helphand to schedule. A follow-up discussion about the day and time of current board meetings was discussed and it was suggested that the time be changed to accommodate the City Council’s existing schedule.

**IX. Reports**

*1. Director’s Report*

The director’s report included information about new staff member, an update on the progress of the Community Read Committee, and a brief explanation of RFID project (address elsewhere during the meeting). Innes reported that she had asked for and received an extension until 10/31/19 for submitting the OLA Annual Statistical report to the State. The staff is compiling information to apply for a SDIS Safety & Security Matching Grant, due on November 13, to improve security at the library and the annex. Staff is gathering costs for motion lights, alarms, and installation. Together with the adult services and youth services staff, the feasibility of applying for an IMLS grant to digitize the Oregon collection is being considered. During the discussion that followed the Director’s report, Hillis mentioned that the Family Finders Genealogy Research Library would like to gift it to the Jefferson County Library and provided contact information for the Family Finder’s representative. Innes will follow-up.

The Director’s report also included updates from supporting organizations, including the Friends of the Library (planning a second book sale for December 13-14), and the Foundation. It was also reported that the staff will begin reviewing operation policies as a refresher, and to make sure that the policies in place are accurate and up-to-date.

2. Department Statistics were distributed and discussed.

3. Upcoming films sponsored by the Film Committee were announced.

**X. Adjournment**

With no further business before the board, the meeting adjourned at 5:59 pm

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District