**District Board Meeting**

**Tuesday February 11, 2020**

**Minutes**



**Attending**

Board Present: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden, Royce Embanks (arr. 3:20)

Staff Present: Jane Ellen Innes, Laura Jones

**I. Call to Order**

Chairperson, Stephen Hillis, called the meeting to order at 2:02 pm.

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

**MOTION:** It was moved by Stovall, seconded by Esvelt, that the agenda be approved as presented, with flexibility. Motion passed unanimously.

**III. Public Comment**

There was no public comment.

**IV. Accept Minutes**

**MOTION:** It was moved by Stovall, seconded by Esvelt, that the minutes of the January 14, 2020, meeting be accepted as presented. Motion passed unanimously.

**V. Library Spotlight**

*Special Districts Association of Oregon Conference Update*

Jane Ellen Innes and Laura Jones presented a summary of the SDAO conference held in Seaside, Oregon, on February 6-9, 2020. Topics included ethics law, labor and employment issues, liability issues, board/staff interactions, employee misconduct investigations, understanding urban renewal, the importance of an ADA compliant Web site, new labor laws, emergency operation plans, Oregon public records law, financial awareness, risk management.

Library Districts are part of the At-Large caucus. Each caucus nominates several candidates, and then during the business meeting of the conference, representatives are elected. MaryKay Dahlgreen, Director of the Lincoln County Special Library District, was selected as the at-large representative.

Key take-aways: Two critical areas of improvement: (1) JCLD Web site/online presence must be ADA compliant and easy to navigate; (2) all policies need review and an emergency preparedness plan created

**VI. Financial Review**

The Board reviewed the January 2020 financial summary prepared by the accountant. The office supply line item is over budget. Innes explained that was caused by (1) processing supplies being assigned to office supplies, (2) Friends of the Library shelving, purchased by the Library and reimbursed by the Friends, included in office supplies; (3) the tubs used for circulating items were billed to office supplies when they should be assigned to *Literary and Artistic Materials*. In 2020-21 the Library needs to add a budget item for items that aren't books, periodicals, or multi-media). Innes will work with the bookkeeper to shift amounts to the appropriate categories. Previously, staff only had access to selected line items and was not aware of the processing supplies category.

**MOTION:** It was moved by Stovall, seconded by Esvelt, that the budget be accepted as presented.

Royce Embanks arrived.

**VII. Old Business**

*1. RFID Update*

All expenses have been paid for a total of $36, 386.00 just slightly under the projected cost.

*2. Board Governance Refresher*

Innes contacted Margo Helphand about scheduling a Board Governance Refresher; her availability is limited until mid-to-late May. Helphand will reconnect with JE at that point with the hope of planning a date in late May or June.

*3. Grant Updates – Cherry Tree*

The Rotary Club notified Star Todd that the Library Library the recipient of the Cherry Tree fundraiser this year.

*4. Non-Description and Harassment Policy Proposed Revisions*

As requested by the Board at the January 2020 meeting, Innes reviewed the District’s existing harassment policy and added language to conform to the requirements of the Workplace Fairness Act signed by the Oregon governor in June 2019. The draft policy was presented for review and approval.

In summary

(1) the law extends the statute of limitations for filing a complaint alleging harassment from one to five years;

(2) employers can’t use non-disclosure agreements (NDAs) as a condition of employment if the agreement aims to prevent the employee from discussing or disclosing harassment or discriminatory conduct. However, employers can enter into an NDA separation or severance agreement if the aggrieved employee requests one and is allowed seven days to revoke the agreement after signing. Signed NDAs may also be revoked if an investigation by the employer reveals that harassment or discrimination were substantially contributing factors to an employee’s termination.

(3) Written anti-harassment policies must include the specific minimum information and must be given to all new employees upon hiring and to employees who disclose information about discrimination or harassment including procedures, time limits, a NDA statement (explained above), who is responsible for receiving reports, procedures for employers or employees to document any discriminatory acts or harassment.

**MOTION:** It was moved by Stovall, seconded by Esvelt, that the revised harassment policy be approved as presented. Motion passed unanimously.

**IX. New Business**

*1. Budget Officers and Committee*

The Library Director is the Budget Officer. Innes reported that the budget committee includes all Board members plus five community members in the voting district. The community members serve staggered two-year terms. The community members for the 2020-2021 budget year are:

* Chuck Alexander – term ending 2020
* Teri Drew – term ending 2021
* Joan Starkel – term ending 2021
* Sandra Hanh – term ending 2022
* Courtney Snead – term ending 2022.

Innes and Jones have registered for the State’s Budget and Finance workshop scheduled for Thursday, March 5, 2020, in Redmond.

*2. Policy Review*

A. Monitor: BoardGovernance: Board Operations (p.5-7)

PAGE 6, 3(A) After discussion clarifying the intent of the policy, the Board requested working that clearly explains what comprises a quorum and a majority for voting purposes. Existing Policy:A quorum for the transaction of business will consist of a majority of the Board. Board action requires three or more affirmative votes.

**Proposed changes:** A quorum for the transaction of business will consist of three or more members of the Board. Board action requires three or more affirmative votes regardless of the number of board members in attendance.

B. Monitor: Ex Limitations Policy: Compensation and Benefits (p.16)

#6: Fail to maintain a reasonable job description-based salary schedule.

The Board asked the Director to review and update job descriptions and salary schedules.

C. Monitor Linkage Policy: Delegation to the Library Director (p.24)

In compliance. Stovall reminded all present that she will be distributing the annual vision review.

D. Monitor Results Policies: 2nd review of all (p.28)

In compliance. All present suggested reviewing and updating the results policy and at a future meeting review and consider revising the vision statement.

**MOTION:** It was moved by Chittenden, seconded by Embanks that clarifying language as stated above be added page 6, 3(a) of the Board Operations policy and that position descriptions be updated and salary schedule be presented to the Board before the end of the fiscal year. It was passed unanimously.

In the ensuing discussion, all were reminded that Chair and Vice-Chair appointments end in June, and the Board will be voting on 2020-21 officers in June.

*3. Bequests*

A. Progress Report

Innes continues to work with Jackson Life Insurance Company, New York Life Insurance Company, and a brokerage account of the benefactor.

B. Corporate Resolution for Signing Authority

To provide the Director with authority to represent the District in her official capacity and sign on behalf of the District, a formal corporate resolution for signing authority stating that must be approved by the Board and endorsed by the Chair. **MOTION:** It was moved by Stovall, seconded by Chittenden, to accept the Corporate Resolution for Signing Authority as presented. Motion passed unanimously.

**X. Reports**

*1. Director Report*

Fred Gast has completed Phase One – Functional Space Programming and will present his report on Wednesday, February 12, 2020, at 10 am in the Rodriguez Annex. Interior improvements at the Library continue.

In acknowledging that for over 30% of our residents, Spanish is their first language, all printed materials coming from the Library will be printed in English and Spanish. The Service Staff was quick to embrace this; our Spanish Storyteller, Adriana Arizmendi, has been translating documents into Spanish.

The Library Libraryeived the deed to the Genealogy Center. The Director will locate the deeds to the main building, and the annex, and file the Genealogy Center deed with them.

The Library is changing its hours beginning March 8 to 10 am – 7 pm Monday-Friday and 10 am – 3 pm on Saturday. The reason is to keep the hours more consistent and have the Library open at the same time each day.

The full Director's report is included in the February Board Packet.

*2. Department Reports*

Highlights of the Departments Reports included

Update on the progress of the interior of the library facelift; an announcement that magazine/newspaper shelving should be in place by the end of March, audio-visual materials were moved the appropriate section of the Library - children's area or adult area. The goal is to create two separate spaces in the Library for adults (north side) and another for children (south side of the building).

Gretchen is beginning to schedule programming for adults. In February, a partial list of events includes a celebration of groundhogs (occurred February 3), 2020 Census presentations in English and Spanish (Feb 24, 27), and additional programming scheduled for March and April.

Beginning in February, the Children’s Services Department is changing its storytimes to English (Tuesday), Spanish (Wednesdays), and bi-lingual (Thursdays). Several evening programs were combined. Family Fun Night replaced Family Craft Night and Family Game Night.

A modest weeding of materials (580) occurred in January in various collections of the Library 225 items were added.

*3. Property Summary*

The Board received the January 2020 property summary, prepared by the property management company.

**XI. Other Business**

The Board discussed adding a book exchange shelf in the Metolious City Hall. Innes will discuss this with the staff. The Library is planning on participating in April Arbor Day activities.

**XIII. Adjournment**

With no further business before the Board, Embanks moved, Esvelt seconded, that the meeting adjourn at 4:05 pm. Motion passed unanimously. The JCLD Board of Directors meets next on Tuesday, March 10, 2020, at 3:30 pm in the Rodriguez Annex.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District