



Board of Directors Meeting
Tuesday, December 13, 2022 @ 3:00 pm
241 SE 7th Street, Madras, OR 97741

Minutes

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

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 3:04 pm.

2. Establishment of a quorum and Acceptance of the Agenda

A quorum of the board was present. Tiffany Turo moved, and Karen Esvelt seconded to accept the agenda as presented, with flexibility. The motion passed unanimously.

3. Public Comment

None.

4. Review/Approval of November 8, 2022 Minutes (Action Item)

Agenda item set aside until January 2023.

5. Finance Report

A. Financial Statement ending November 30, 2021 (Jane)

Innes summarized the property tax income received in the 2022-23 fiscal year and that expenses aligned with this point in the year. She clarified that the Library of Things budget is for replacement parts for games. Grant reconciliation continues through the end of the year.

Esvelt moved, and Turo seconded to accept the financial statements as distributed. The motion passed unanimously.

B. 2021-2022 Audit presentation (Price/Fronk)

Rescheduled to the next board meeting in December.

6. Staff Report – Laura Jones/Adriana Arizmendi Guadalajara Book Buying trip

Jones presented a brief overview of the LIBROS Guadalajara book-buying trip and reported that a formal report would be available for the January board meeting. Based on her experience, she recommends that the library staff travel separately from the LIBROS Oregon team and that the library use Multi-Cultural Books and Video as an intermediary. Laura will evaluate the company after the buying process is completed.

7. Unfinished Business

A. Operating Policies (30 pages)

1. Circulation policy proposed change

The language was added to (1) clarify that an adult parent or guardian must have a library card linked for their child to receive a card, (2) to change the age for transitioning to an adult card from 17 to “under the age of 18” to remove the ambiguity about whether someone between the age of 17 years and one day – 17 years and 364 days is considered a youth or adult.

All present agreed with the updated language and will approve the second reading of the Operating Policies in January.

B. Owner's Representative Update

The Owner’s Representative RFO was distributed after review by the District lawyer and before Thanksgiving.

Questions received. Staff replied to all and posted on the website.

1. Does the County have a proposed budget range for the project?
2. Can you confirm if the County has a timeline for when the project is to be completed?
3. Can you confirm if the project will remain within the existing 5,946 SF or if the County expects the floor plan to grow and by approximately how much SF?
4. Please confirm that you expect a full fee proposal and if this fee is to be based on the responder’s interpretation of the project timelines.

8. New Business

A. Governance Policy Review

Members present reviewed the following governance policies and agreed they complied with both:

1. Governance – Board Committee Principles
2. Executive Limitations – Communication and Support to the Board

B. Personnel Policies – First reading (presented in December, reviewed in January) – Set aside until January.

C. Resolution for Corporate Signing Authority (Library Director)

A new Resolution for Corporate Signing Authority for the Library Director is required after officers changed in July 2022. **Turo moved**, and Esvelt seconded, to approve the Resolution for Corporate Signing Authority as presented. **The motion passed unanimously.**

D. Resolution Accepting the Oregon Community Foundation grant supporting resources for early literacy 2022-2023 - \$15,500. Esvelt moved, and Turo seconded to approve the RESOLUTION accepting grant funds for \$15,500 from the Jerome S. and Barbara Bischoff Library subfund of the Oregon Community Foundation. The goal of this grant is to provide resources to support early literacy. These funds will be used exclusively for this project. The motion passed unanimously.

E. Board Members Abstention Discussion (see an email from JE sent on 11/14/22)

Members briefly discussed the State Library of Oregon email clarifying why a board member might abstain from voting.

F. Reconsider board meeting day and time

Members did not change the board meeting day and time.

9. Reports

- A. Director and Team – distributed and discussed
- B. Facilities – See Owner’s Representative agenda items
- C. Grants – No report

10. Board Review Questions – Members present reviewed the effectiveness of the current meeting and stressed the importance of staying informed, reading the materials, and coming prepared.

10. Upcoming Events – Library staff distributed the monthly calendar of events.

11. Adjourn

With no further business before the board, the meeting adjourned at 5:02 pm.

Respectfully submitted,



Jane Ellen Innes
Secretary to the Board