



**District Board Meeting  
Tuesday March 9, 2021 @ 2 pm  
Rodriguez Annex**

## **Minutes**

Board Present: Karen Esvelt, Stephen Hillis, Susan Stovall  
Board Absent: Guy Chittenden, Royce Embanks  
Staff Present: Jane Ellen Innes, Laura Jones  
Guests: Ryan Dempsy

### **I. Call to Order**

Chairperson Karen Esvelt called the meeting to order at 2:00 pm.

### **II. Acceptance of Agenda and Establishment of a Quorum**

A quorum was established. I **Susan Stovall moved**, Stephen Hillis seconded, to accept the agenda with flexibility. Motion passed unanimously.

### **III. Public Comment**

No public comment.

### **IV. Review and Approval of Minutes**

Hillis corrected item VII(4). Change "Trustee" to "Director." Karen Esvelt asked that the minutes be distributed to the Board ahead of the monthly Board packet. **Hillis moved**, Stovall seconded, that the minutes of the February 2021 meeting be accepted as presented. Motion passed unanimous.

### **V. MOU – 509J/JCLD (Ryan Dempsy)**

Ryan Dempsy, 509J District Librarian explained the proposed partnership between JCLD/509J, the mechanics of the student portal access to Library online resources, and the advantage of coordinating online purchases to avoid duplication. The Youth Services Team worked with the school to implement the 2020 Summer Reading Program. The Library has purchased and cataloged STEM kits for use by the school or others.

The goals of this partnership include: (1) creating a student portal on our website, (2) launching Fall 2021. The JCLD work with school librarians and create resources: effective research strategies, how to use databases, how to evaluating information, how to cite sources in the databases. School librarians become the liaison between the classroom teacher and the JCLD. For example, JCLD resources like curriculum crates would be accessed through the school librarian.

The Board, staff, and Dempsy discussed measures for assessing the success of the partnership, appropriate safeguards, and how e-book charges would be determined. The School District has access to an Overdrive product for school and by adding access to the Library electronic resources, including eBooks, will allow students expanded access to online resources.

Board members expressed interest in this collaborative project, and thanked Dempsy for sharing the project update.

### **VI. February Financial Reports**

Tabled

## VII. Old Business

### A. Building review and approval of recommendations January 2021 Board Workshop

At its January work session, the Board reached consensus to proceed with the Library expansion by adding on at the existing Library site. **Stovall moved**, Hillis seconded, to expand the Library at its existing location by using adjacent Library-owned properties. Motion passed unanimously. T

### B. Remodel Update

Flooring installation went smoothly and staff have moved back into offices. Jane was asked to confirm that previous building-related invoices had been paid from the Building and Improvement Fund.

### C. CRF Grant Update

Jane reported that all of the receipts have been received and she will have an accounting of the grant income and line-item expenses prepared for the April board meeting.

### D. IAAS – ALA Grant Transforming Small and Rural Libraries

Community Services Librarian Specialist, Gretchen Schlie, distributed a brochure that explained the goal of the storytelling project that was submitted to the ALA Transforming Small and Rural Libraries grant. ALA will announce award recipients at the end of March. In preparing the grant materials, Gretchen checked-in with Oregon libraries who had previously received money from this grant and used the insights to prepare the JCLD proposal. The \$3000 grant is for pre-program activities: teaching facilitation skills, marketing and advertising. **Hillis moved**, Stovall seconded, to accept the application submission for Transforming Small and Rural Libraries. Motion passed unanimously. Several Board members suggested contacting John Eagen for his expertise.

Gretchen also reported that 71 people are participating in the 21 Books in 2021. The 19 people who responded to her status request have read 302 Books so far. Gretchen is working with Meals on Wheels on a “Books on Wheels.” Program.

### E. RFP Legal Services

The RFP for Legal Services was distributed on February 24. Responses are due by Monday, March 29.

### F. Property Update

One side of the duplex to the north of the Library has been vacated. Willow Canyon is removing furniture and other debris left behind. The property should be ready to use as offices in the next 60-90 days. We are removing the cabinets, appliances, bathroom fixtures (except bathtub), and doors. The existing flooring will be replaced with sheet linoleum. Once the updates are finished, the unit will be used for offices, a breakroom, and storage. Members agreed that removing the tree and repairing the water faucet should be addressed quickly.

## VIII. New Business

### A. JCLD/509J MOU (See agenda item V.)

### B. JCLD/TUYWS MOU.

Jane provided an overview of the current draft of the Memorandum of Agreement between the parties (Bean Foundation, Historical Society, Library) for the Tell Us Your Westside Story project. The final version of the MOU is not available yet. The Board welcomed this collaborative project.

**Hillis moved**, Stovall seconded, that the Library provide filming resources for the TUYWSS. Motion passed unanimously.

C. Policy Review

1. *Oregon Collection Development*. Alex Smiley prepared a proposed collection development policy for our Oregon Collection. These items will be incorporated into the Heritage Center, along with Genealogy records. **Stovall moved**, Hillis seconded, that the Oregon Collection Development policy be added to the Library general collection policy. Motion passed unanimously.
2. *Results monitoring wrap-up/budget suggestions*.  
No additional comments.
3. *Director's evaluation*. Stovall reported that she had sent the evaluation packet to Karen for review and after incorporating any comments, she will distribute it to the Board. packet to be.
4. *Annual Vision Review*. **Stovall moved**, Hillis seconded to change the working of the Vision statement to replace "far flung" with "diverse, county-wide." Motion passed unanimously.
5. *Distribute budget calendar*. The Budget Calendar was re-distributed calendar to the Board.

IX. **Reports**

A. Director and Department Reports.

The monthly report was distributed with the Board packet. The Board discussed the Out of Print (OOP) Dr. Seuss books. Laura reported that to discourage theft, the Dr. Seuss books had been removed from the library stacks and are now behind the Circulation Desk and for Library Use only and available for any patron who wishes to read them in the Library. Members asked when in-person storytime would resume and Laura reported that it would start up again following the Summer Reading Program. The Librarians on the Loose video storytimes are still available. As part of this discussion, Jane stated that Copyright Clearance will be added to the 2021-22 budget.

Jane shared that she will be asking the appropriate teams to review the existing statistics collected and suggest updates that reflect the various Library-related activities.

B. Facility Report.

The Board packet included the facilities report. The members had no follow-up questions.

C. Property Summary.

The Board packet included the property summary. The members had no follow-up questions.

X. **Adjournment**.

With no further business before the Board, **Hillis moved**, Stovall seconded, that the meeting adjourn at 3:50 pm. Motion passed unanimously.

Respectfully submitted,



Jane Ellen Innes  
Secretary to the Board