



Board of Directors Meeting
Tuesday, July 11, 2023 @ 9:00 am
241 SE 7th Street, Madras, OR 97741

MINUTES

Board Members present: Susan Stovall, Karen Esvelt, Tess Ballard, Tiffany Turo, Stephen Hillis
Staff Members present: Jane Ellen Innes, Gabrielle Beebe, Laura Jones, Kristin Peterson
Guests present: Davida Plaisted, liaison from JCLA board

1. Call to Order

Susan Stovall called the meeting to order at 9:06 am.

2. Acceptance of Agenda and Establishment of a quorum

- a. Karen Esvelt moved, Tess Ballard seconded to accept the agenda with flexibility. Motion carried unanimously.
- b. Additions to the agenda/consideration of late items: Add election of officers to agenda following the finance report.

3. Public Comment – no public comment

4. Presentations from Outside Groups – no outside group presentation

5. Review/Approval of Minutes - Budget Hearing and Regular Meeting – June 19, 2023. No changes to the minutes. Minutes stand as approved.

6. Finance Report – Financial Statement ending June 30, 2023.

Innes went over the financial profit & loss statement. We are under budget in both payroll and materials/services for the last fiscal year.

7. Election of Board Officers - Turo nominated Stovall as chairperson for the 2023-2024 board, Esvelt nominated Turo as vice-chair; Ballard seconded both nominations. Election carried unanimously.

8. Unfinished Business

- a. Accounts Payable process: Kristin discussed the status of bill paying and checks/balances for board members to approve ACH and credit card payments.
- b. Update on 248 SE 7th: no update yet. Topic is postponed.

9. New Business

- a. Review 2023-2024 Board Calendar of Events and Calendar Policy
 - i. Board discussed the calendar and the policies that need to be reviewed this year. Gabby discussed the safety policy and the need for review. There were no changes to the calendar.

- ii. Stovall read the Annual Calendar policy, board discussed. Turo moved, Hillis seconded to change March 31 to June 30 on the Board Governance Annual Calendar policy paragraph 4.
- b. Policy Monitoring
 - i. Board Governance: Governing Style – Board agreed with the policy and determined they are in compliance. Will change last sentence of paragraph 1 to “will not allow any” instead of “will allow no.”
 - ii. Executive Limitations: Financial Condition and Activities/Financial Planning and Budgeting – Board agreed they are in compliance with the policies for this fiscal year and made no changes to the policy. Kristin will put a copy of the bank statement in teams each month.
- c. Review Results Policy - Purpose, Results, and Priorities
 - i. Innes offered a proposed results policy for the board to consider. Innes and Jones clarified, and the board discussed the proposal. The board likes the specificity of the results policy that is focused on the upcoming fiscal year. The policy is improved with staff input annually. Hillis moved, Esvelt seconded to accept the proposed results policy. Motion carried unanimously.
 - ii. The board will change the month of the review of the results policy from August to June.
- d. Conflict of Interest forms – Each board member signed the conflict of interest form
- e. Building/Improvement: QBS Timeline Proposal - Gabby discussed the email that Ricardo sent with the QBS specifics. The board needs to approve the timeline of the selection process. The board decided that the entire board will be involved in the interview process for building design. Turo moved, Ballard seconded that the board accept the QBS with a modification of the dates starting in August that will result in hiring architect services by the end of October. Motion carried unanimously.
- f. The board discussed the rationale for closing the library to check-outs on Fridays.

10. Reports

- a. Management
 - i. Internet Service – Gabby discussed Blue Mountain requesting to put a junction box on library property. They are willing to provide free internet to the library for as long as the box is on the property. The board discussed and Jane will go forward with the service.
 - ii. The board would like some hard data on teen programming. Innes discussed the focus of the teen program and how the library can use best practices to improve the program.
- b. Facilities – Plumber is coming in to fix the public toilet.

- c. Grants – Currently we have a \$60,000 reimbursement Esser grant. Have not heard back about the Latino Programs grant yet.

11. Upcoming Events –

- a. Update Summer outreach event sign-up.
- b. The board scheduled the next meeting for Monday, August 7, 2023, at 4:30 pm. The September board meeting will be Tuesday, September 12, 2023, at 4:30.

12. Board evaluation – Did the meeting today move towards the goals for the Jefferson County Library District board? The board members agreed that they are focused and enthusiastic about the upcoming fiscal year.

13. Adjourn – Stovall adjourned the meeting at 10:53.

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Meeting ID: 268 333 232 624

Passcode: QomqZA

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Respectfully Submitted,

Kristin M. Peterson

Kristin Peterson

JCLD Administrative Assistant and acting clerk of the board