



## District Board Meeting Tuesday November 10, 2020 Minutes

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

**Staff Present:** Jane Ellen Innes, Laura Jones

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

Chairperson Karen Esvelt called the meeting to order at 2:05 pm.

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

A quorum was established. Stephen Hillis moved, Susan Stovall seconded that the agenda be accepted with flexibility. Motion passed unanimously.

### **III. Public Comment**

There was no public comment.

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

Hillis moved, Stovall seconded, that the minutes be accepted as presented. In the discussion that followed, it was clarified that the Film Committee is part of the Library District and not the Library Association. Innes will email the amended Internet Policy to the Board. Motion passed unanimously.

### **V. October Financial Reports**

Stovall moved, Guy Chittenden, seconded, to accept the October financial reports as presented. Motion passed unanimously.

### **VI. Old Business**

#### *1. CRF Grant Update*

Round 6 request window is from November 9-20 for expenses incurred as of November 6. There are two more request rounds: Round 7 – for expenses as of December 11, between December 14-24, and Round 8 – for expenses as of December 30, between January 19-Feb 5, 2021. Allowable reimbursable expenses are for COVID-related expenses not covered by other grant funds. The District has made requests in Rounds 4 and 5. ACTION: Innes is reviewing both submissions to ensure accuracy and that appropriate backup documentation is organized.

#### *2. CARES2 Grant Update*

The Library submitted reimbursement requests from the CARES Act funds from the State Library (CARES2) at the end of October. The total amount available for the JCLD was \$9798. The funds will reimburse expenses associated with adding Chromebooks and laptops for children's use.

#### *3. Collaborative Initiatives with the School District*

Partnership between the 509J School District and the Library. Laura and Star met with the 509J District Library, Ryan Dempsy, to brainstorm about how to allow students seamless access to the Library's online resources. We've held preliminary discussions with Deschutes Public Library and understand that a Memorandum of Understanding between the 509J School District and the Library would be required. Fort Vancouver Public Libraries and a number of public schools in Clark

County, Washington, have a partnership in which the school districts share basic information with the Fort Vancouver Public Libraries to create student e-resource cards. The e-resource cards are not library cards, so students can not check out books from the public library, but they can access the public library's databases. Students can sign up for a public library card online if they choose to do so.

Parents could opt their son or daughter out of the e-resource card by informing the school district that they do not want their child's information being released to the public library. From the information provided by the school district to the public library, the public library creates the e-resource card with the student ID provided by the school district. The staff is investigating proxy server options that allow students access to the Library's databases and some other

The Library's Youth Services staff have met with school librarians to determine any other potential collaborative projects. School librarians and our staff have just completed an Oregon Battle of the Books (OBOB) video trailer that will be sent as a text blast to parents. As explained on the OBOB Web site (2020), "The Oregon Battle of the Books (OBOB) is a statewide voluntary reading motivation and comprehension program sponsored by the Oregon Association of School Libraries in conjunction with a Library Services and Technology Act grant. Students in 3<sup>rd</sup>-12<sup>th</sup> grade, regardless of ability, are exposed to quality literature representing a variety of literary styles and viewpoints."

**ACTION:** The staff is continuing discussions with DPL and with the School District. Next steps include identifying a timeline, developing a project plan, and presenting to the Library Board and the School District as the project becomes more defined.

The team is working with the school district librarians – once face-to-face instruction is back in session – on providing book talks, storytime, and presentations on how to use the Library.

4. *ALA Community Engagement Grant: Libraries Transforming Communities.*

The program team met to brainstorm ideas for a partially grant-funded community engagement activity grant. Staff is considering a community storytelling event about Changing Perspectives – something that caused you to see an old idea or tradition or practice with new eyes. The grant deadline is December 2. The Jefferson County Historical Society, Oregon Writers Group, and schools were identified as potential collaborators. **ACTION:** submit grant before December 2 deadline.

5. *Bequests*

There is still one remaining account to be transferred from the Library. Innes contacted the financial advisor for the brokerage firm, and he is helping the Library create a temporary brokerage account so funds can be transferred.

## **VII. New Business**

1. *Policy Review*

The Board complies with the three policies reviewed this month:

- A. Monitor – Board Governance: Board Members Code of Conduct
- B. Monitor – Ex Limitations Policy: Emergency Library Director Succession
- C. Monitor – Linkage Policy: Unity of Control

Innes mentioned that she is planning on creating an emergency library director succession process document that outlines the process and responsibilities of the staff identified to step in for the library director in cases of emergencies.

2. *Audit/Legal Council*

Audit. Price/Fronk has all requested documents needed to complete the 2019-20 audit, with the exception of the property reports, and those will be forthcoming. It has asked for some follow-up documents that have been provided. The report from the auditors is tentatively scheduled for the December Board meeting.

RFP for Legal Services. In progress, and Innes will report again at the December meeting.

4. *Westside Update*

Innes reported that she and Jerry Ramsey (Historical Society) met with Lori Gleichman (Westside) to discuss a "Tell Us Your Westside Story" campaign as a way of capturing the history of the Westside Campus through all of its iterations. People will be asked to submit their memories, photos, stories, and other mementos to the Westside Community Campus campaign and their partner organizations. This is a potential partnership opportunity where the Library would be asked to serve as a marketing/communication channel, a collection point, and also provide relevant expertise.

5. *Review Property Tax Payments Account*

A brief summary of accounts used to pay property taxes was reviewed and discussed.

6. *Schedule Board Work Session*

A Board work session was scheduled for Monday, November 23. The agenda will be distributed before the meeting.

**IX. Reports**

The Director's Report and Department Reports that were distributed with the board packets were reviewed. The Property summary will be sent to the Board members when received.

**XI. Adjournment**

All present were reminded of upcoming closures and also about the open house for Jackie May's retirement – Wednesday, November 18, from 1-4 pm. The next meeting of the Library Board is December 8 at 2 pm in the Annex.

With no further business before the Board, the meeting was adjourned at 4:08 pm.

Respectfully submitted,



Jane Ellen Innes

Secretary to the Board