



**Board Meeting  
Tuesday April 13, 2021  
Rodriguez Annex**

**Minutes**

Board Present: Guy Chittenden, Karen Esvelt, Royce, Stephen Hillis  
Board Absent: Royce Embanks  
Staff Present: Jane Ellen Innes, Laura Jones, Gabrielle Beebe, Gretchen Schlie

**I. Call to Order**

Karen Esvelt called the meeting to order at 3:22 pm.

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

All present determined a quorum was present. Stephen Hillis moved, Susan Stovall seconded, to accept the agenda with flexibility. Motion passed unanimously.

**III. Public Comment**

None.

**IV. Review and Approval of Minutes**

Hillis moved, Stovall seconded that the minutes of the March 9, 2021, regular meeting of the Board, and the March 11, 2021 Emergency Meeting of the Board be approved. Motion passed unanimously.

**V. March Financial Report**

The Board reviewed the March 2021 financial statements. Innes clarified budget-related questions and reminded the Board that the staff is reviewing all 2020-21 purchases for category assignment accuracy. The totals and % of the budget will shift as a result. Stovall moved, Hillis seconded that the 2021 March Financial Report be accepted.

**VI. Technology/Chromebook Update – Laura Jones**

Board Members present received a JCLD Chromebook to use for Library business and correspondence. Jones offered a brief overview of the Chromebook and then asked members to schedule an appointment with her to review its features.

**VII. Old Business**

**A. Facilities Update – Gabrielle Beebe**

Tom and Gabby painted on the back wall of the Main Library with several different color options. The Library is asking for community feedback on color preference.

Roofing. Beebe is collecting informal quotes for re-roofing the Main Library and demolishing the Annex. The information gathered so far includes 1 of 3 demo quotes (\$165,000). If the Library levels the Annex and abutting property simultaneously, it would save approximately \$20,000. Beebe will have an RFP for review at the May meeting. Hillis reminded all that removing the A/V equipment requires additional considerations.

New door counter. Beebe is reviewing options for purchasing a door counter that provides more granular information than a month count.

B. CRF Grant Update – Jane Ellen Innes

For accuracy in the 2020-21 expenses, the team is checking all expenditures by line item. Teams awarded grants are checking to ensure that revenue = expenditures.

C. RFP Legal Services – The deadline for submitting information in response to the JCLD Legal Services was the end of March. Innes requested Board representation at interviews. Hillis and Esvelt agreed to represent the Board.

D. Audit Plan of Action

Innes was remiss in sending an Audit Plan of Action that addresses auditor's concerns to the Oregon Secretary of State, Audits Division. The audit had noted that there was a deficiency for missing invoice documentation and approval. The Plan of Action includes: (1) continuing to have two individuals, one being the Board member, sign all checks and review appropriate required authorizations; (2) the Director will promptly file the supporting documentation and create photocopies for any other uses. The practical implementation of the procedure began in January 2021. The Board Chairperson and Director sign the letter.

E. Tell Us Your Westside Story

The Library has joined with the Bean Foundation and the Jefferson County Historical Society to collect memorabilia from community members who attended school in the Westside facility. The Media Team is helping with this project by recording some storytellers. A Board Member suggested that the project tie into upcoming reunions. Information about the project is on the Library's website, and team members will announce the project at appropriate venues.

F. IAAS – ALA Grant: Transforming Small and Rural Libraries. Awarded \$3000 SS/SH IAAS ALA Grant

*Libraries Transforming Communities (LTC): Focus on Small and Rural Libraries* is an initiative of the American Library Association (ALA) that seeks to provide community engagement resources and opportunities specific to library workers' needs, as well as small and rural communities. These grants aim to: (1) Teach library workers facilitation skills through the LTC: Facilitation Skills for Small and Rural Libraries asynchronous six-part e-course and facilitation guide; and to lead a community conversation.

Gretchen Schlie applied for the grant with a proposal to create a county-wide storytelling event. The Library received a \$3000 award. She has already started preliminary planning for an event planned for Summer 2022.

The American Library Association and the Association for Rural & Small Libraries (ARSL) manage the grant process. It is supported financially by a private donor.

Following Schlie's presentation, Stovall moved, Hillis second, to accept the \$3000 grant from the American Library Association. Motion passed unanimously.

## VIII. New Business

A. Corporate Partnerships

Schlie reviewed current in-house programming for all ages. Since this year, Nancy Drew turns 90. We are celebrating April with a Nancy Drew activity in the Library. Those who complete the scavenger hunt receive a 50% discount at Sew Dee-Liteful Quilt Shop. She has been approaching local businesses looking for volunteers to create Community Baskets as prizes for Adult Summer Reading

Program. Six companies have agreed to create baskets – the Library, Penelope's Soap, Creatures Pet Shop, Hummingbird Junction, Sew Dee-Liteful, and Liquor place.

Storybook walk – 2021 summer. Schlie is also building a downtown storybook/walk with the help of downtown merchants. Businesses will display a page of a story in their window. The community can stroll downtown and read at the same time! The event begins in the first week of July. She is following up with the Downtown Association about the possibility of having a "Bike Book Library" during First Thursdays celebrations this summer.

Schlie is working on a September event to coincide with the National Library Card drive.

**B. Building and Improvement Fund Parameters**

Innes asked for clarification on the Building and Improvement Fund parameters. Hillis commented that the fund was for expenses related to the new building. The Board requested Innes to check with the accountant about the purpose, parameters, and limitations of the contingency fund.

**C. Policy Review**

The Board discussed the phrase "Use any long-term reserves not approved by the Board during the budget process" found in Executive Limitations – Financial Conditions and Activities (p.18).

Following discussion, the Board agreed it complied with the three policies reviewed this month.

**D. Board members moved the Director's annual review discussion to the end of the agenda.**

**IX. Reports**

**A. Director and Department Reports** – The April report, covering March activities, was distributed with the Board packet. The staff present at the meeting answers questions and clarified details when asked. All present briefly discussed word-based cataloging.

**B. Property Summary Report** – was not included in the Board packet and is available after the meeting.

**New Business Continued**

**D. New Business/Director Evaluation.** The Board entered into Executive Session at 4:46 pm, as identified in ORS 192.660(1) for the purpose of performance evaluation. The Board shared the evaluation results with Innes, and a discussion followed. The Board members agreed that the Evaluation Committee would proceed with contract negotiations. Hillis departed at 4:57 pm. The Board returned to open session at 6:00 pm.

**X. Adjournment**

With no further business before the Board, Esvelt adjourned the meeting at 6:01 pm.

Respectfully submitted,



Jane Ellen Innes, Secretary to the Board