**District Board Meeting**

**Tuesday April 13, 2020 @ 3:30 pm**

**Minutes**



**Attending**

Board: Stephen Hillis, Susan Stovall, Karen Esvelt, Royce Embanks

Staff: Jane Ellen Innes, Laura Jones

Absent: Guy Chittenden

 **I. Call to Order**

 Chairperson Stephen Hillis called the meeting to order at 4:00 pm

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

A quorum was present. MOTION: Stovall moved, seconded by Embanks, to accept the agenda with flexibility. Motion passed unanimously.

 **III. Public Comment**

 There was no public comment.

 **IV. Accept Minutes**

 **MOTIONS:**

 – Regular Meeting – February 11, 2020

It was moved by Stovall, seconded by Esvelt, to accept the minutes of the February 11, 2020 regular Board meeting with the assumption that the typo in Section 10, Item 1, paragraph 3 will be corrected. Motion passed unanimously.

 – Special Meeting – February 12, 2020

It was moved by Stovall, seconded by Embanks, to accept the minutes of the February 12, 2020 special Board meeting. Motion passed unanimously.

 – Regular Meeting – March 10, 2020

It was moved by Stovall, seconded by Esvelt, to accept the minutes of the March 10, 2020 regular Board meeting. Motion passed unanimously.

 **V. Library Spotlight**

 None.

 **VI. Financial Review**

The Board entered into a brief discussion about the overall budget and the significant increase in donations for the 2019-2020 fiscal year. Stovall voiced appreciation for Gloria Comingore for her general donation to the library. Discussion ensued about how to community members who make substantial donations to the library. It was suggested that when a new library is built, that the room/area set aside for the Friends of the Library be named for the Comingores.

**MOTION:** IT was moved by Stovall, seconded by Embanks, to accept the income and balance statements as presented. Motion passed unanimously.

 **VII. Old Business**

 1. March 18, 2020 Emergency Vote

As a result of the emerging conditions created by the COVID-19 virus, the following motion was offered to the Board:

“With the existing conditions, and the closing of so many services and businesses our library must also face reality. Our director is in charge and needs to make decisions protecting our clients as well as our staff. Because this is new territory, it is important that actions taken by our director have our support.

Paying staff while not open does not seem on the surface to be sound financial decisions, but this is what we really want to do in order to protect our staff from conditions beyond our control. Attached is a motion granting our director the right to proceed with the closure and payment of the staff.

Please respond ONLY TO ME with your vote, Yes/agree, No/disagree.

**MOTION:**

I move that the board:

(1) affirm that the library director has the authority to act in the best interest of the Jefferson County Library district, its staff, and its customers, during the COVID-19 outbreak, and

(2) for the current and next pay periods the staff will receive their salary for regularly scheduled hours whether at work or on administrative leave. The board further authorizes the library director to continue this practice on a pay period-by-pay period basis.

 Motion passed unanimously.

 2. Bequest Update

The Director is still working with New York Life Insurance company and the brokerage account to secure the release of the funds donated by the Comingores.

 3. Genealogy Center

The alarm system is in installed and working. Locks have been re-keyed. All liquid assets have been transferred from the Juniper Branch of the Family Finders to the Library. Star Todd prepared and submitted a request for urban renewal funds to improve the inside and outside of the building.

 4. Architect Follow-up

Fred Gast was planning to make a presentation to the Board prior to the March 2020 meeting and postponed due to unforeseen circumstances. That meeting was rescheduled to May 12, 2020, at noon, prior to the regular May board meeting. Gast will present his final recommendations and update to the board about the progress of potential complementary projects in Madras.

**MOTION:** It was moved by Esvelt, seconded by Embanks, that Susan Stovall be asked to arrange a luncheon during the 5/12/2020 meeting with Gast and that the library sponsor the event. Motion passed unanimously.

**VIII. New Business**

 1. Library Direction/Vision 2020-2021

Innes explained that during her first year at the Library, she has focused on learning the job and working on improving the fundamentals at the Library (improving building, cleaning out Annex, reviewing policies, reviewing and updating job descriptions). Moving into 2020-2021, she would like to focus on creating a strategic plan for moving forward:

1. Reviewing and revising the mission and vision
2. Identifying how to achieve our mission
3. Surveying key members of the community, supporting organizations, library customers, people who don’t use the library.
4. Identifying key assumptions.
5. Researching best practices for rural libraries

This is a multi-month project that can collect date that helps identify future directions for the Library. Innes will share a brainstorming document she’s created and asked the Board to begin thinking about how to proceed with a strategic plan.

 2. Director Evaluation

Stovall reported that the evaluation responses from the Board and the Staff had been received. Under regular circumstances the Board moves into Executive Session to discuss the results of the evaluation and then a designated board member(s) shares the results with the Director. The Board asked Innes how she would prefer to proceed and she indicated that it was fine to table next steps until mid-May, hoping that by the social distancing rules will relax.

3. Policy Review

 A. Monitor: Executive Limitations – Financial Condition and Activities (p. 18)

 B. Monitor: Executive Limitations – Financial Planning and Budgeting (p.19)

 C. Monitor: Executive Limitations – Treatment of Library Users (p. 22)

The Board reviewed all three of the policies identified above and believed it complied with them. Innes mentioned that she will check to make sure that the purchasing limit for the director, without seeking Board approval - $5000 – was consistent across all policies.

4. Wasco CO Urban Renewable Energy Development Zone (Informational)

Hillis reported that the Wasco County is considering designation of a Rural Renewable Energy Development Zone, which functions like an enterprise zone throughout the county. This could influence the property tax revenues received from Wasco County by the Library. The Board concluded that because the property tax revenues received from Wasco County ($10,836 budgeted in 2019-20) wasn’t a significant (yet still important) part of the overall operating budget, the impact on materials and services would be minimal.

 **IX. Reports**

 1. Director Report

Innes reported on changes to services as a result of COVID-19 social distancing requirements. Staff was attending to curbside checkout and other projects from 10-3, Monday-Friday, and considering adding email hold requests, and delivery services for homebound residents. Several staff are taking the opportunity to re-organize and revitalize the Annex basement. Library projects include changing public restrooms to gender neutral restrooms, and repainting both. Staff members are participating in professional development activities. If the Oregon Library Association support staff conference is held in July, several of the support staff will be attending. Innes reviewed the projects on which she is currently working.

The Library is working with a company to re-design the District’s Web site with the goal of launching it by the end of May at the latest. Because the Web site is cloud based, staff members can add content from work or home.

The full Director’s report was included in the April Board packet.

 2. Department Reports

Jones presented an overall summary of the program activities being launched during the library closing. Using the underlying principle of “how do we serve our customers better” she and the other members of the service staff are working together to develop new and creative programming. She shared that the Eastside Community Center had contacted the Library about starting a book club. Discussion about how to implement different concepts related to book clubs ensued. The “Book Club in a Bag” concept was discussed, as well as using the Library van for deliveries. Jones noted that she is participating in the weekly online updates from the State Library of Oregon.

 3. Property Summary

Property summary documents were reviewed. It was agreed by all that Innes contact the property management company for an overview of recent legislation related to managing rental properties. All agreed to waive any fees associated with late payments.

Embanks exited the meeting at 5:05 pm.

 **X. Other Business**

Board meeting times were finalized. Regular meetings in May through August will meet in the Annex at 2 pm on the second Tuesday of the month. In May only, the Board will meet with the architect before the regular board meeting. The first Budget Committee meeting was scheduled for 5:15 pm on May 12, 2020.

 **XI. Adjournment**

With no further business before the board, Esvelt moved, seconded by Stovall, that the meeting be adjourned at 5:12 pm. Motion carried unanimously. The next meeting of the JCLD Board of Trustees is scheduled for Tuesday, May 12, 2020, at 2 pm in the Rodriguez Annex.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District