

**BOARD OF DIRECTORS MEETING**

**Tuesday, September 9, 2025 @ 4:30 pm**

**241 SE 7th St, Madras, OR 97741**

**Board members present:** Susan Stovall, Stephen Hillis, Tiffany Turo, Karen Esvelt

**Staff members present:** Jane Innes, Laura Jones, Kristin Peterson

**Minutes**

1. **Call to Order**

Chairperson Susan Stovall called the meeting to order at 4:31.

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

A quorum was established with 4 Board members present. Stephen Hillis moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried.

1. **Public Comment** None
2. **Presentations** None
3. **Review/Approval of Minutes** – July 8, 2025 Board Meeting.

The board reviewed the minutes of the last meeting. There were no changes so the minutes stand approved as presented.

1. **Finance Report** 
   1. Monthly financials as of July 31 and August 31, 2025. The Board reviewed the financial statements for the past 2 months. Jane Innes discussed the status of the budget. Esvelt moved and Hillis seconded to accept the July and August financials. No further discussion. Motion carried.
   2. End of year financial review.
   3. Board’s Philosophy for usage of Building and Improvement Fund. Innes requested clarification from the Board regarding the use of Building and Improvement funds for wages of personnel that are working on the building expansion project. The Board agreed that employees who are conducting building expansion business should be paid from the Building and Improvement Fund. Employees will maintain records of time spent on B&I.

Board member Tess Ballard joined the meeting at 4:57 pm.

* 1. FYI: County’s investment policy. Innes provided the Jefferson County investment policy for the Board’s information.

1. **Old Business**
   1. 234 SE 7th St. Update/Plan. The building will not be renovated. Renovation is cost-prohibitive.
2. **New Business**
   1. Policy Monitoring. The Board discussed the following policies and agreed that they are in compliance with each policy.
      1. Board/Library Director Linkage: Accountability of the Library Director; Global Board-Library Director Linkage
      2. Executive Limitations: Global Executive Constraint
   2. New Bookmobile policy. Innes presented the bookmobile policy for a first review. The Board accepted the first reading of the policy. The policy will be presented for approval at the next meeting.
   3. Expansion plans and potential bond proposal for 2026. Innes and the Board discussed potential plans and locations for expanding the library and going forward with a construction bond proposal in May 2026. Innes will be meeting with Hacker Architects this week to explore new plans.
   4. Calendar conflicts – November Board meeting. The meeting in November will be Monday, November 10 at 4:30.
3. **Library Activities Report and Update**

Innes and Laura Jones discussed the potential partnership with Culver school district to establish a public library branch in Culver.

1. **Ending Remarks**
2. **Adjourn**

Stovall adjourned the meeting at 6:17pm.

Respectfully submitted,

Kristin M Peterson

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board