



**District Board Meeting  
Tuesday November 12, 2019  
Minutes of Meeting**

**Attending**

Board Present: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden, Royce Embanks  
Staff Present: Jane Ellen Innes  
Guests: Clint Jackson, George Neilson

**I. Call to Order**

The meeting was called to order at 4:00 pm by Stephen Hillis.

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

A quorum was established. It was requested that the closed session, scheduled as item X to Item V. Esvelt moved that the agenda be accepted with flexibility. Stovall seconded. Motion passed unanimously.

**III. Public Comment**

There were no public comments.

**IV. Accept Minutes**

Susan Stovall moved that minutes from the regular Board meeting on October 8, 2019, and the special meetings on October 16 and October 30, 2019. Royce Embanks seconded. Motion passed unanimously.

**X. Executive Session**

In accordance with ORS 192.660(2)(e) – deliberation on real property transactions, the board entered into executive session at 4:13 pm to discuss property considerations, and returned to open session at 5:09 pm. The property discussion continued.

At the conclusion of discussion, Royce Embanks moved, seconded by Karen Esvelt, that a message to the Bean Foundation will be sent to the Bean foundation that states the JCLD Library Board wants to keep the current Westside Community Campus configuration site plan that sits the library in the back of the property, closer to 2<sup>nd</sup> street. The Board will not allocate any additional funds for future site evaluation at the Westside Community Campus location. Motion passed unanimously.

Susan Stovall moved, Royce Embanks seconded, that the Library Board contact architect Fred Gast, Jr., and ask him to review the library at its current location about its potential future feasibility. Motion passed unanimously.

*Royce Embanks left the meeting at 5:11 pm.*

**V. Library Department Spotlight – Adult Services**

Due to time constraints, the Department Spotlight was postponed until a future meeting.

**VI. Financial Review**

The October balance sheet and income statement were reviewed. It was moved by Stovall, seconded by Esvelt to accept the financial documents as presented. Passed unanimously.

**VII. Old Business**

*1. RFID Update*

Innes reported that Tagging is complete. The FE Technologies representative (the supplier) will return during the first part of December to set up the self-check kiosk, and the circulation assistant software. Everything should be working by mid-December. All of the staff will be trained on the customer self-check so anyone will be available to assist.

Innes also reported that she had created SafePersonnel accounts for all staff. SafePersonnel is an online training site that presents a variety of topics, including public records law. Staff members will be encouraged to complete training session relevant to his/her area.

*2. Personnel Policy Considerations – Holidays*

The Board reviewed the proposed changes to holiday policy. Grammar edits were presented. The primary change was to change from the day after Thanksgiving being a mandatory day of, to close the library and create an optional staff work day. Motion by Susan Stovall, second by Karen Esvelt to accept the policy change as submitted. Motion passed unanimously.

*3. Board Governance Refresher – Potential Dates*

Innes will circulate an online survey to determine the availability of all board members to participate in a refresher session about board governance.

*4. Grant Updates*

The SDAO Safety and Security matching grant will be submitted by the deadline. The IMLS grant, “Accelerating Promising Practices for Small Libraries” is in progress.

**VIII. New Business**

*1. Policy Review*

The following policies were reviewed and it was determined that the Board complies.

- i. Monitor – Board Governance: Board Members Code of Conduct (p. 4)
- ii. Monitor – Ex Limitations Policy: Emergency Library Director Succession (p. 17)
- iii. Monitor – Linkage Policy: Unity of Control (p. 27)

The review of the Operations policy and the proposed updates to the Circulation Policy were tabled until the December meeting.

*2. Public Records Policy Review*

The Board reviewed the suggested public records policy, which must be in place by January 1, 2020. It was moved by Stovall and seconded by Esvelt that the policy be accepted as presented. Motion passed unanimously.

3. *eBook Embargo*

One of the major book publishers, Macmillan Publishers, has limited libraries across the country from purchasing electronic book copies for new releases. Since October 31, 2019, the company has only allowed libraries to purchase one e-book copy for a book's first eight weeks of release. The JCLD uses a catalog shared by the District, the Crook County Library, and the Deschutes Public Library (DPL). DPL manages our e-book subscriptions, therefore this decision by the publisher impacts all library users. Wait times for new Macmillan publications will be longer.

As an information item, the Board received information about community forums the DPL will be holding November 2019-January 2020 to share information about the library's growth plan, and soliciting community input. The forum dates were shared and it was suggested that board and staff try to attend one session.

4. *Review current accounts at Community Bank and update signers*

The Community Bank account for the Building and Improvement account, and the JCL Safe Deposit Box were reviewed. Stovall moved, Esvelt seconded to removed DeRese Hall and add Innes to the B&F account and the JCL Safe Deposit box. Motion passed unanimously.

5. *Family Finders Transfer*

It was announced during the October 2019 board meeting that the Juniper Branch of Family Finders intended to donate the FF building, and building contents to the Jefferson County Library District. Innes, Gabrielle Beebe, and Laura Jones met with representatives of the FF to discuss the details of the asset transfers. Innes will contact the attorneys to determine steps for transferring title. It is the wish of the Family Finders that all of its assets that are donated to the library be designated for a Genealogy Center managed by the Jefferson County Library district.

**IX. Reports**

Due to time constraints, the Board agreed that the Library Director's Report, the Department Reports, and the facility reports were limited to the written report. Follow-up questions will be discussed in December. Hillis announced that The Polar Express is the December 6 movie. The Film Committee decided to start this movie earlier, at 7 pm instead of 7:30.

**XI. Adjournment**

With no further business before the board, it was moved by Stovall and seconded by Esvelt to adjourn at 6:15 pm. Motion passed unanimously. The December 2019 Board meeting will be Tuesday, December 12, 2019 at 2 pm.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board  
Jefferson County Library District