



**District Board Meeting  
Tuesday February 9, 2021 @ 2 pm  
Rodriguez Annex**

## **Minutes**

Board Present: Karen Esvelt, Royce Embanks, Stephen Hillis, Susan Stovall  
Board Absent: Guy Chittenden  
Staff Present: Jane Ellen Innes, Laura Jones

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

Chairperson Karen Esvelt called the meeting to order at 2:04 pm.

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

A quorum was established. Susan Stovall moved, Stephen Hillis seconded, to accept the agenda with flexibility. Motion passed unanimously.

### **III. Public Comment**

There was no public comment.

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

Hillis moved, Stovall seconded, that the minutes be accepted as presented. In the discussion that followed, Hillis 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.

### **VI. January Financial Reports**

Innes explained the overage in bank charges and ILL charges. She will determine the balance in the Trust and report at the next meeting. The more detailed breakdown of the Materials/Services and Programming in the 2020-21 budget provides a clearer understanding of each department's expenses. Innes explained how eBook charges are determined. After review and the brief discussion, Stovall moved, Hillis seconded, to accept the financial statements as presented. Motion passed unanimously.

### **VII. Old Business**

1. Heritage Center. The Board expressed appreciation for the comprehensive status report for the Heritage Center prepared by Alexandra Smiley. The weeding and distributing of materials, based on the collection focus, is complete. The Library paused the project until a plan for the next phase is completed. Smiley can assist researchers in locating documents at the Center as requested
2. Facilities Update. At the January work session, the Board reached consensus members asked for information about the cost of replacing the Annex roof. The staff requested estimates from three local companies and collected costs from two companies. The estimates range from \$11,000 - \$33,000. The consensus from both companies that repairing the roof is not feasible. We made the fire department aware that there are two roofs on the Annex. The Annex is not on any historical register. Innes will contact the property insurance carrier to find out if the second roof changes insurance premiums.
3. Main Library Update. The main Library roof was inspected, and it needs replacing. Building and improvement funds can be used for roofing. CarpetCo is installing new flooring during the week of February 15.

4. Trustee re-election. All were reminded that filing for election/re-election begins soon. Esvelt, Hillis, and Stovall have terms ending June 30, 2021. All plan to run for re-election.

## **VII. New Business**

1. 2021-2022 Budget
  - A. Assign Budget Officer. Stovall moved, seconded by Hillis, to appoint Innes as the budget officer for the 2021-22 fiscal year. Motion passed unanimously.
  - B. Review budget calendar and appoint committee members. Hillis moved, seconded by Stovall, to accept the budget calendar and appointment of the budget committee members: Terri Drew and Joan Starkel (2021), Sandra Hahn and Courtney Snead (2022), Colleen Fletcher (2023). Motion passed unanimously.
2. Policy Review. During its monthly policy review, the Board acknowledged it complies with (1) Board Governance: Board Operations, (2) Delegation to the Library Director, and (3) Results Policies #2. After discussing compensation and benefits, all agreed that it was not in compliance with #6 and requested that Innes research and present a job description-based salary schedule by the March board meeting.
3. Appoint Library Director Evaluation Committee. Hillis moved, seconded by Stovall, that Stovall and Esvelt serve on the Director Evaluation Committee. Motion passed unanimously.
4. Legal Services RFQ. The word "Trustee" needs to be changed to "Director and then distributed to law offices in Madras
5. Architect RFQ. The architect Request for Quote is on hold until the District retains a lawyer.

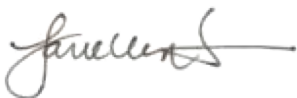
## **IX. Reports**

1. Director and Department Reports. The reports were distributed to the Board and are available on the District's Web site.
2. Administrative Updates. Jones provided an update on the Library remodeling. All agreed that a letter to the Bean Foundation notifying it of the Board's decision to expand on its current site. Innes mentioned the ALA Transforming Small and Rural Libraries grant. Gretchen Schlie is the project coordinator; Innes will invite her to the next Board meeting for a report. The Board discussed changing Board meeting day/time. All present agreed to keep the meeting on Tuesdays and ask all board members to reserve the 2<sup>nd</sup> Tuesday of each month from 2-5. Stovall and Innes will meet to discuss the Library Association.
3. Property Summary. The Board reviewed the itemized property summary prepared by the property management company.

## **XI. Adjournment**

Innes reminded the Board that the Library is closed February 13-22 for flooring installation. Hillis moved, seconded by Stovall, to adjourn at 4:25 pm. Motion passed unanimously.

Respectfully submitted,



Jane Ellen Innes  
Secretary to the Board