



**Board of Directors Meeting
Wednesday, February 15, 2023
241 SE 7th Street, Madras, OR 97741**

MINUTES

Board present: Susan Stovall, Tiffany Turo, Tess Ballard, Karen Esvelt, Stephen Hillis

Staff present: Jane Ellen Innes, Laura Jones, Gabrielle Beebe

1. Call to Order 4:17

Chairperson Susan Stovall called the meeting to order at 4:17 pm.

2. Acceptance of Agenda and Establishment of a quorum

A board quorum was present, and board members accepted the agenda with flexibility.

3. Public Comment

No public comment.

4. Presentations from Outside Groups – Courtney Snead, MACRD

Courtney Snead, Executive Director of the Madras Aquatic Center Recreation District, presented an annual update on the state of the Madras Aquatic Center.

[Karen Esvelt arrived at 4:30 pm]

5. Review/Approval of Minutes (Action Item)

Stephen Hillis moved, and Tiffany Turo seconded to approve the minutes from the January 10 and January 19, 2023 meetings. The motion passed unanimously.

6. Finance Report – Financial Statements ending January 31, 2022 (Jane)

Jane Ellen Innes presented an overview of the financial statements. **Hillis moved**, and Karen Esvelt seconded to approve the January financial statements as presented. The motion passed unanimously.

7. Staff Report – Set aside until March

8. Unfinished Business

A. Personnel Policies

Innes presented the revised policies. She asked board members to add comments to the collaborative document to prepare for a March final review.

B. Appoint Library Director Evaluation Committee

Susan Stovall moved, and Hillis seconded to appoint Tiffany Turo and Karen Esvelt to the Library Director Evaluation Committee. The motion passed unanimously.

C. Owners' Representative Update

Gabrielle Beebe introduced the owners' representative questions. The board reviewed, discussed, and amended the questions. Beebe will distribute the questions the candidates before the meeting wibefore. The board discussed financial planning and management, adhering to the budget, and created a rubric for the interviews.

- C. Report from the SDAO Annual Meeting
Board members Susan Stovall, Karen Esvelt, Tiffany Turo, and staff members Jane Ellen Innes, Laura Jones, and Gabrielle Beebe attended the 2023 SDAO conference at Sunriver. Those attending discussed the conference content and lessons learned. The 2024 conference is in Seaside.

9. New Business

- A. Governance Policy Review
Board members reviewed: (1) Board Governance – Board Operations, (2) Executive Limitations – Compensation and Benefits, and (3) Board/Library Director Linkage – Delegation to the Library Director. All present agreed that the board complied with these policies.
- B. 2023-2023 Budget Calendar
Esvelt moved, and Hillis seconded to approve the budget calendar as presented. The motion passed unanimously.

10. Reports

- A. Management
Innes provided an update on the I am a Story project and explained that she was finding a time with the Association members can gather for its annual meeting. With the resignation of the Community Engagement Specialist, Innes is redesigning other positions and adding an administrative assistant position to the management team.
- B. Facilities – no additional report
- C. Grants – no report

11. Upcoming Events – see the monthly calendar distributed at the meeting

12. Board Evaluation - Did the meeting today move towards the goals for the JCLD board?

All agreed there was a productive and lively discussion about the owner’s representative.

13. Adjourn 6:34 pm

With no further business before the board, the meeting adjourned at 6:34 pm.

Respectfully submitted

Jane Ellen Innes
Secretary to the Board