**District Board Meeting**

**Tuesday, January 14, 2020**

**Minutes of Meeting**



**Attending**

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

Board Absent: Guy Chittenden,

Staff Present: Jane Ellen Innes, Gretchen Schlie

Guests: Matt McGowan, Payne-West Insurance

**I. Call to Order**

The meeting was called to order by Stephen Hillis at 2:02 pm.

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

A quorum was present. Stovall moved to accept the agenda with flexibility. Esvelt seconded. The motion passed unanimously.

**III. Public Comment**

There was no public comment.

**IV. Approval of December 2019 Minutes**

Susan Stovall moved to accept the minutes from the regular Board meeting on December 10, 2019. Esvelt seconded. Motion passed unanimously.

**V-A. Annual Insurance Review (agenda item added)**

Matt McGowan from Payne-West Insurance presented a brief update of previous years' insurance needs and costs and factors that influence rates. He then reviewed the 2020 insurance policies for general liability, property, crime by employees, automobile, and Worker's Compensation. During the discussion that ensued, the cost/benefit of flood insurance was considered. The Board asked McGowan to check if cyber liability/data breach insurance was included; he will check and follow-up with the director. All agreed that employee training on cyber liability should be considered. The Board was advised that as part of the property liability, inclusions are $500,000 for the newly acquired property, covering 60 days.

**V-B. Library Department Spotlight – Community Services**

Gretchen Schlie, Community Services Specialist, presented a report on current and future outreach activities. She is starting a regular Crafters Anonymous activity on the last Thursday of each month. For December, it was a Gnome for the Holiday (35 people). She coordinated an ornament giveaway in December and continued monitoring the Online Book Club. Schlie believes that Library Services is underserving the senior population; she has started a twice-monthly reading and crafting event at Chinook Place. The staff has discovered some freeware for creating signs and posters that have improved the look of the Library's printed materials. The Library is going to begin a winter lecture series, hoping to start in February, as part of a plan to increase services for adults. Gretchen also mentioned a few other ideas she was considering, including the possibility of a children’s summer theater program.

**VI. Financial Review**

The Board reviewed the financial reports. It was moved by Susan Stovall, seconded By Karen Esvelt, to accept the financial statements as presented. Motion passed unanimously.

**VII. Old Business**

*1. RFID Update*

The staff continues to tag items as they come in. Swan is checking the entire collection for incorrectly shelved or untagged items, or books, CDs, or DVDs that are on the shelves without records in Sierra. The community hasn't had any trouble adjusting to the new check out system. Karen Esvelt asked about the possibility of a phone app for the Library, and other ways the RFID tags can be used. The self-check kiosk has more functionality that the Library is using; features can be added in the future

*2. Grant Updates*

The Library has received the SDIS Safety and Security grant matching funds. Contact with the alarm company (alarm, locks), Cove Electric (motion lights), and a local locksmith has been made and should begin within 30 days.

Star Todd and Jane Ellen Innes prepared a presentation for the Rotary Cherry Tree fundraising event. As the Children’s Area update is concluding, the Library is turning its attention to creating a designated welcoming teen area.

*3. Family Finders Transfer – Formally accept the donation from Family Finders*

The Juniper Branch of Family Finders will transfer its building and contents to the Library by the end of January. The Board was reminded that the Library’s property insurance covers new building acquisitions for the first 60 days.

Discussion about the upcoming acquisition of the Family Finders shifted discussion to stock certificates in the Library’s name. Innes will ask the District’s attorneys about the next steps.

**IX. New Business**

*1. Policy Review*

The Board determined that it complied with the following policies:

* Monitor: BoardGovernance: Governance Quality and Costs (p.10)
* Monitor: Ex Limitations Policy: Asset Protection/Financial Condition and Activities  
  /Financial Planning and Budgeting (p. 19)
* Monitor Results Policy #1: Residents of all ages have the opportunity   
  to enhance and enrich their lives through literary and cultural programs and resources. (p. 28)
* Monitor Results Policy #3: Residents have access to safe and welcoming facilities. (p.28)

Innes requested that the review of Personnel or Purchasing Policies be tabled until the staff and director have a chance to review both in their entirety.

Revisions to the Harassment Policy was reviewed, and it was requested that Innes combine the new language with the existing Non-Description and Harassment Policy and present it at the February meeting.

*2. Architect Update*

Architect Fred Gast met with Susan Stovall, Karen Esvelt, and Jane Ellen Innes on January 6. Based on feedback from that meeting, and receiving the current plans for the library building, and a shelf inventory, Gast plans to present a Library Functional Space Assessment to the Board in February. Innes will survey the Board for available times and schedule it. (See January Director’s Report.)

X. Reports

The Director’s Report and Department Reports were reviewed as presented. Innes explained the progress of transferring bequests to the library and will offer another progress report at the February meeting.

The Property Report was reviewed and there were no significant changes or any points of clarification.

**XI. Adjournment**

With no further business before the Board, Estvelt moved, and Stovall seconded that the meeting be adjourned at 4:25 pm. Motion passed unanimously. The JCLD Board of Directors meets next on Tuesday, February 11, 2020, at 2 pm in the Rodriguez Annex.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District