



Board of Directors Meeting
Tuesday, July 26, 2022 at 3:00 pm
241 SE 7th Street, Madras, OR 97741

MINUTES

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 3:05 pm.

2. Acceptance of Agenda and Establishment of a Quorum

A quorum was present. **Stephen Hillis moved**, and Tiffany Turo seconded, to accept the existing agenda with flexibility. Motion passed unanimously.

3. Public Comment

None

4. Changes to the Agenda (consideration of late items)

None.

5. SDAO Insurance Discount

Jane Ellen Innes presented the 2022 SDAO Best Practices requirements that qualifies the library for up to a 10% discount for liability insurance. Innes will forward additional information to all board members. (<https://www.sdao.com/sdao-board-leadership-academy>).

6. Annual Board Evaluation

Hillis moved, and Karen Esvelt seconded, to revise the Governing Style policy paragraph 4 to include, "once a year the board will conduct a thorough evaluation to " **Motion passed unanimously.**

Tiffany Turo and Guy Chittenden volunteered for the Board Evaluation Committee.

Board review of all policies will begin in October (updated from annual calendar information).

7. New Building

A. Building and Improvement Fund

Guy Chittenden presented information about potential funds available for the library expansion project.

B. Process for Moving Forward

Local construction representative provided an overview of the types of contracting methods: (1) design-bid-build, (2) construction management general contractor, (3) design-build.

- Pros and cons of each method
- Purpose of owners' representative

Members discussed next steps and agreed to continue the discussion in August. Requested background and responsibilities of an owners' representative, potential firms, sample RFQ.

8. Board Correspondence and Reports

Chair requested that substantial correspondence be sent through email or uploaded to Teams.

9. Adjourn

With no further business before the board the meeting adjourned at 5:19 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane Ellen Innes".

Jane Ellen Innes
Secretary to the Board