**Board of Directors**

**Minutes of Meeting – September 10, 2019**

**4 pm – Rodriguez Annex**



Board Present: Susan Stovall, Karen Esvelt, Guy Chittenden, Royce Embanks

Board Absent: Stephen Hillis

Staff Present: Jane Ellen Innes, Star Todd

**I. Call to Order**

The meeting was called to order by vice chairperson, Susan Stovall, at 4:10 pm.

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

It was confirmed that a quorum was established. Esvelt moved that the agenda be accepted with flexibility. Embanks seconded. Motion passed unanimously.

**III. Public Comment**

No public comment.

**IV. Acceptance of Minutes Summary**

A summary of the August 13, 2019 meeting was distributed. It was moved by Crittenden, seconded by Esvelt to accept the minutes as presented as a complete representation of the discussions and actions by the Board. Motion passed.

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

Star Todd, Teen Services Specialist, presented an update about her department’s activities. The 2020 Ready-to-Read(R2R) grant has been submitted. Historically, the JCLD received $7,000 from the Oregon Library Association to fund our Traveling Storyteller (Star) and the library expects to receive the R2R again in 2020. The funds cover most of the staff salary and mileage. The JCLD provides in-kind contributions and funds to supplement the program if/when the grant funds have been spent and the program still has outstanding liabilities. As the Traveling Storyteller, Todd travels to Camp Sherman, the Children’s Learning Center (Madras), and Culver. Todd also holds bi-monthly (2x/month definition) story times for the Life Skills class in Metolius Elementary.

A question/answer session followed Todd’s presentation. The Dolly Parton Imagination Library was discussed. The Library distributes materials related to the program but is not an official sponsor. (The Early Learning Hub of Central Oregon in Madras and Warm Springs are both members.) Trying to have more of a library presence in Metolius was also discussed. Todd shared that she is considering options for providing more services to that area.

Youth Services Updates. Weeding this section of the library is complete and resulted in necessary book re-organization. A new Health/Self-Help section has been added. The popular Family Craft Night event is regularly scheduled for the first Tuesday of each month, and Role-Playing Games (RPG) are scheduled Saturdays in October. Both Todd and Jones are attending a Summer Reading Program Wrap-Up conference at the beginning of October, sponsored by the Oregon Library Association, and held in Salem.

**VI. Financial Review**

The October balance sheet and income statement were reviewed. ORBIS and the Chart of Accounts were discussed. Innes mentioned that she is planning on revising the chart of accounts for the 2020-2021 fiscal year. It was moved by Esvelt, seconded by Chittenden to accept the financial documents as presented. Passed unanimously.

**VI. Old Business**

*1. Westside Community Campus (WCC) Update*

Stovall attended them most recent of the site committee. She affirmed that the library is considered an independent entity. Partners have scheduled the next meeting for September 13, 2019, at 10:00 am in the Western Federal conference room. Discussions and clarifying questions/answers ensued

*2. Director Farewell/Welcome Open House*

Esvelt reminded the board that the farewell for Hall and welcome for Innes is scheduled for Wednesday, September 18, 2019 from 11 am – 1 pm. The event will be announced on the library Web-site and Facebook page, in the newspaper, and on the Chamber of Commerce Web site. Email invitations will be send to the Friends of the Library and the members of the Library Foundation.

*3. RFID Update*

RFID tagging has been postponed until early-to-mid October. After reviewing the equipment expenses, Innes revised the initial equipment list (deleting one self-check and associated installation costs, deleting the security gates and installation, adding a scanning wand and a height adjustable pedestal for the self-check to make the self-check ADA compliant). This changed the equipment charge from $17,488.96 to $14,437.86.

*4. Computer Replacement Update*

Staff computers have been replaced with minimal disruption to the staff and customers. The public computers still need 4GB ram installed; Dion is able to do that.

**VIII. New Business**

*1. Policy Review*

A. Monitor – Linkage Policy: Governance: Accountability of Library Director (p. 23)

B. Monitor – Linkage Policy: Global Board-Library Director Linkage (p. 25)

C. Policy Overview – **Board Bylaws**/Operations/Personnel/or Purchasing

The Linkage Policies were reviewed and the Board agreed it complied. The Board Bylaws review was tabled until the October meeting.

*2. PERS EIF Buy Down*

The Board reviewed the documentation regarding the PERS EIF buy down. Every $25,000 an organization deposited into PERS, will receive a 25% match. After discussion it was moved by Esvelt and seconded by Chittenden to deposit $50,000 first with funds remaining in the 2019-2020 budget and any additional funds coming from the JCLD Building and Facilities fund. Motion passed unanimously. Innes will contact Mick Knobel to ensure the transaction is completed accurately.

**IX. Reports**

*1. Director’s Reports*

Staffing: Interviews for the part-time Community Specialist will occur on Wednesday, September 11. A decision should be finalized and the staff person on board by the end of September.

Facilities: The couch in the public area is being donated to LINK. The Children’s area is getting a facelift. Innes shared with the Board that she intended to apply for a matching grant from SDAO to install safety equipment around the perimeter of the library. Dion Hrcyiw will be assisting with gathering information.

PERS EIF, the RFID update, and computer equipment update were presented under VII. Old Business.

Community Read. The committee is scheduled to meet on Monday, September 23. While still looking for a chairperson, Sandra Hahn has agreed to serve as treasurer. The purpose of the 9/23 meeting is to reach consensus on potential books and narrow to three. Any book selected will be available in hardback, paperback, Kindle, and audiobook formats.

Grant – Accelerating Promising Practice for Small Libraries. The director will be meeting with Adult and Youth Services staff to discuss the feasibility, then determine a potential topic, collaborators.

*2. Service Narratives and Statistics*

Department reports from Youth Services, Adult Services, Technical Services, and Circulation, along with August 2019 statistics were presented for board review.

*3. Film Committee*

Upcoming movies scheduled for October are:

6 – Biggest Little Farm (2019. Cast: John Chester, Molly Chester). Documentary about developing a sustainable farm on 200 acres near Los Angeles.

11 – The Shall Not Grow Old (2018). Documentary by Peter Jackson using/updating original footage.

20 – Murder on the Orient Express (1974). Ensemble cast. Based on the Agatha Christie novel.

**X. Important Dates**

September 18 – Director Welcome/Farewell

September 23 – Community Read Committee Meeting

With no further business before the board, the meeting was adjourned at 6:10 pm. The next meeting is scheduled for Tuesday, October 9, 2019 at 4:00 pm in the Rodriguez Annex.

Respectfully Submitted,

Janae Ellen Innes, Secretary to the Board

Jefferson County Library District Board of Directors