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**BOARD OF DIRECTORS MEETING**

**Tuesday, January 14, 2025 @ 4:30 pm**

**241 SE 7th St, Madras, OR 97741**

**Minutes**

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

Staff Present: Jane Ellen Innes, Laura Jones, Kristin Peterson

Visitors Present: Jan Forrester (JCLA treasurer)

1. **Call to Order** – Chairperson Susan Stovall called the meeting to order at 4:33 pm.
2. **Acceptance of Agenda and Establishment of a Quorum** - Aquorum was established. Tiffany Turo moved and Tess Ballard seconded to accept the agenda with flexibility. Motion carried. The board added 8b to the agenda - Appoint budget committee and budget officer.
3. **Public Comment -** None
4. **Presentations -** None
5. **Review/Approval of Minutes** – December 17, 2024 Board Meeting. The board reviewed the minutes and there were no changes. The minutes stand approved.
6. **Finance Report -** Monthly financials as of December 31, 2024. Jane Innes answered questions from board members about specific line items. We are on track budget-wise half way through the fiscal year. Innes will propose a supplemental budget to accurately reflect our expenditures and extra grant income received after July 1, 2024. Stephen Hillis moved and Karen Esvelt seconded to accept the monthly financials as presented. Motion carried.
7. **Old Business**
   1. Building Expansion Project Update - Jan Forrester gave an update on JCLA’s involvement in fundraising for the expansion project. JCLA will hold a meeting Jan 15.
      1. Resolution for Construction Bond - Set aside until February board meeting. Jane is waiting for information from SDAO regarding estimates for bond rates.
      2. Grow Our Library - The new PAC for the construction bond is called Grow Our Library. Jane will check to see whether PAC meeting agendas can be posted on the library website. The next Grow Our Library meeting is Jan 21.
   2. Status of 234 SE 7th St. – Innes updated the board on the latest insurance information from SDAO regarding the fire at 234 SE 7th St. The policy is an actual cash value policy, so we will receive a check for the building value minus depreciation. Innes will have options for the board to consider as soon as quotes are estimated for tear-down, repair, and/or rebuild.
8. **New Business**
   1. Policy Monitoring. The board discussed and determined that they are in compliance with all the following policies:
      1. Executive Limitations: Asset protection; Financial Condition and Activities; Financial Planning and Budgeting
      2. Board Governance: Governance Quality and Costs. Susan suggested the board ask Margo Helphand, an independent consultant, to give refresher training on board governance. We could invite other boards in the area to participate in the training.
   2. Appoint budget committee and budget officer for Fiscal Year 2025-2026 - Innes presented a slate of potential budget committee members and the budget timeline. The document is attached to these minutes. Turo moved and Esvelt seconded to appoint the budget committee as presented. Motion carried. Hillis moved and Esvelt seconded to appoint Jane Ellen Innes as the budget officer. Motion carried. Ballard moved and Hillis seconded to approve the budget calendar as presented. Motion carried. Innes will be attending annual refresher budget training.
9. **Library Activities Report and Update** –Laura Jones talked about library traffic since we opened on Fridays. We do have considerable usage of the library on Fridays, particularly after school is dismissed. Jones also discussed programming issues. Innes discussed take-aways from the HURD task force meeting. Kristin Peterson provided an update on the expenses charged to the JCLA Supplemental grant. The board requested information from Star Todd regarding potential EverLibrary training for the construction bond campaign.
10. **Ending Remarks**
11. **Adjourn** - Stovall adjourned the meeting at 5:48 pm.

Respecfully Submitted,

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board

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Budget Calendar

2025-2026

|  |  |  |  |
| --- | --- | --- | --- |
| **Done** | **Activity** | **Date(s)** | **Responsible party** |
|  | Appoint budget officer and budget committee | January 14, 2025 | Board |
|  | Approve budget timeline | Jan 14 or Feb 11 | Board |
|  | Prepare Budget | February 1– April 30 | Management Team |
|  | Add budget committee meetings and hearings to May events calendar | April 15 | PR Team |
|  | Publish (*newspaper*) 1st and 2nd notices of the budget committee meeting 10-30 days before the meeting **or** post *online* at least 10 days before the meeting | April 23 | Director |
|  | Review proposed budget | Apr 29 – May 2 | Accountant |
|  | Budget information to committee | May 7 | Director |
|  | Budget Committee Meeting | May 15 | Committee |
|  | Second budget committee meeting if needed | May 22 | Committee |
|  | Publish LB-1 in newspaper | June 4 | Director |
|  | Hold budget hearing | June 10 | Board |
|  | Board meeting to enact resolutions to adopt the budget, make appropriations, impose, and categorize taxes | June 10 | Board |
|  | Submit tax certification to Jefferson County and Wasco County assessors | July 15 | Director |
|  | Submit copy of complete budget document to Jefferson and Wasco County clerks | By September 30 | Director |

Budget Committee

2025-2026

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Telephone | e-Mail | Term Ends |  |
| Joan Starkel | (541) 408-3577 | bjmstarkeel@gmail.com | June 30, 2024 | Community |
| Vanessa Nilles | (541) 788-8450 | vanessa@coveelectric.net | June 30, 2024 | Community |
| Courtney Snead | (541) 419-9617 | bbi.snead@gmail.com | June 30, 2025 | Community |
| Debbie Taylor | (541) 408-1308 | debbie@edcoinfo.com | June 30, 2025 | Community |
| Colleen Fletcher | (541) 815-0684 | colleen.sully.fletch@gmail.com | June 30, 2026 | Community |
| Tess Ballard |  | tballard@jcld.org | - | Board |
| Susan Stovall |  | sstovall@jcld.org | - | Board |
| Tiffany Turo |  | tturo@jcld.org | - | Board |
| Karen Esvelt |  | kesvelt@jcld.org | - | Board |
| Stephen Hillis |  | shillis@jcld.org | - | Board |
| Jane Ellen Innes |  | jane@jcld.org | - | Budget Officer |
| Mick Knoebel |  |  |  | Accountant |
| Jan Forrester |  |  |  | JCLA |
| Laura Jones  Kristin Peterson |  |  |  | Library Staff |