



**Board of Directors Meeting
Tuesday, February 20, 2024 @ 4:30 p.m.
241 SE 7th St, Madras, OR 97741**

MINUTES

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

Staff members present: Jane Innes, Laura Jones, Gabrielle Beebe, Kristin Peterson

Guest present: Davida Plaisted

1. **Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:30 pm.
2. **Acceptance of Agenda and Establishment of a quorum.** Stephen Hillis moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried. A quorum was established.
3. **Public Comment.** Davida Plaisted gave an update about JCLA. JCLA is reviewing/revising their by-laws. JCLA is going to pay for a grant writer and will be offering staff mini-grants for specific programs/projects. They are working on the application process now.
4. **Presentations from Outside Groups.** Courtney Snead from MAC – This presentation is postponed until the March board meeting.
5. **Review/Approval of Minutes (Action Item) - Regular Meeting – Jan 9, 2024.** There were no changes to the minutes. Minutes of the Jan 9, 2024 board meeting stand approved.
6. **Finance Report – Financial Statement ending January 31, 2024.** Jane Innes presented the profit vs loss statement and answered questions. We are in good shape financially through the 7th month of the fiscal year. Esvelt moved and Hillis seconded to accept the financials as distributed. Motion carried.
7. **Unfinished Business**
 - a. **Building Project Update.** Gabrielle Beebe explained about the square footage program requirements for the new building, factoring in growth in the collections. The updated program requirements are about 18,700 sq ft. The community input sessions went well – we got a lot of feedback. Patrons were involved and gave specific suggestions. The next building committee meeting is on February 27 at 1:00 pm.
 - b. **Policy Overview:** The revised Personnel Policies were presented by the Director for Board approval. Hillis moved and Turo seconded to adopt the revised personnel policies as presented. Motion carried.
8. **New Business**
 - a. **Policy Monitoring**

- i. Board-Library Director Linkage: Delegation to the Library Director. The Board agrees they are in compliance with the policy.
 - ii. Executive Limitations: Compensation and Benefits. The Board agrees they are in compliance with points 1-5, and need to work on point 6 (job-description-based salary schedule.)
 - iii. Board Governance: Board Operations. The Board would like to clarify paragraph D to make clear that Board vacancies will be *appointed by*, and not *filled by* the county commission.
- b. Strategic Plan Update. Innes presented mid-year updates on each of the tactics in the strategic plan.
- c. Grant Resolution 23-06 Alpha Rho Foundation. Hillis moved and Esvelt seconded to approve the following resolution: Be it resolved that the Jefferson County Library District resolves to accept grant funds of \$1000 from the Alpha Rho Foundation. These funds will be used exclusively for the project identified in the approved application. Motion carried.
- d. Appoint Library Director Evaluation Committee. Stovall asked Turo and Esvelt to head the director evaluation committee. They will present evaluation criteria next meeting.
- e. Budget Calendar. The Board agreed with the calendar as presented.

9. Reports

- a. Public Operations.
 - i. Laura Jones discussed her portion of the board report. She added that she will be presenting at a conference in August 2024 highlighting our early literacy partnership with local schools.
 - ii. Adriana found an opportunity to partner with the Latino Foundation to offer computer literacy classes at the library. The cost of a 10 week session will be \$1000 to the library with no cost to participants. The pilot session will be funded by the OCF Latino Partnership Grant.
- b. Technical Operations.
 - i. Beebe discussed an issue with our pick-up lockers. The lockers don't integrate with Sierra, our catalog software. Gabby is trying to find a solution or work-around before the lockers begin being used next month. Solutions might end up being very time-consuming for front desk staff.
 - ii. Snow removal has been going well.

**Susan Stovall left the meeting. Tiffany Turo took over chairing the meeting.

10. Admin/Finance/Public Relations – We will add the coffee cuppers location to the upcoming events calendar. Innes highlighted the Business After Hours event we are hosting on March 21. Hacker Architects will be here to give a first look at the predesign for the new building. Plaisted mentioned the Madras Community Pantry is holding festival of trees December 7, 2024. She suggested the JCLD/JCLA host a tree.

11. Upcoming Events. See board report.

12. Ending Remarks. Question for the board: Is Microsoft Teams working well for you in receiving meeting information and meeting packets? Overall the Board is satisfied with using Teams. Esvelt mentioned she has had issues off and on, but that Dion has been able to fix the problems. Turo likes the convenience of having everything for the meeting in one folder.

13. Adjourn. Vice chairperson Turo adjourned the meeting at 5:51 pm.

Respectfully submitted,

Kristin M. Peterson

Kristin Peterson

JCLD Administrative Assistant and Acting Secretary to the Board