



## District Board Meeting Tuesday July 14, 2020 Minutes

### Attending

Present: Stephen Hillis, Esvelt, Guy Chittenden  
Absent: Royce Embanks, Susan Stovall, Karen  
Staff: Jane Ellen Innes, Laura Jones

#### I. Call to Order

Karen Esvelt called the meeting to order at 2:04 pm

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

A quorum was present. It was moved by Stephen Hillis, seconded by Guy Chittenden, to approve the agenda with flexibility. Motion passed unanimously.

#### III. Public Comment

There was no public comment.

#### IV. Accept Minutes

##### 1. Budget Hearing – June 23, 2020

It was moved by Chittenden, seconded by Hillis that the minutes of the June 23, 2020 budget hearing be accepted as presented. Motion passed unanimously.

##### 2. Special Meeting – June 23, 2020

It was moved by Hillis, seconded by Chittenden, that the minutes of the June 23, 2020 special Board meeting be accepted as presented. Motion passed unanimously.

#### V. Monthly Financial Reports

Review of the monthly financial reports were tabled until the August meeting.

#### VI. Old Business

Bequests Update

The final account from the Comingore estate requires opening a brokerage account to allow funds to transfer from the Comingore account to the JCLD account, at which point JCLD can transfer the funds elsewhere.

#### VII. New Business

##### 1. 2020-2021 Calendar of Events

The 2020-21 Calendar of Events was distributed, corrections noted. An updated version of the document will be distributed with the August board packet.

##### 2. End of Year Financial Review

Tabled until August meeting.

### 3. *Policy Review*

It was noted by all present that the board complied with all four policies: (A) Governance | Global Governance Commitment, (B) Governance | Governing Style, (C) Executive Limitations | Collection Development, and (D) Executive Limitations | Financial Conditions and Activities. It was moved by Hillis, seconded by Chittenden to replace “outside” with “on” in paragraph 2 line 4 of Governance | Governing Style. Motion passed unanimously.

Paragraph now reads: “The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about Results to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term effects on the District, not on the administrative or programmatic means of attaining those effects.”

## VIII. **Reports**

### 1. *Director Report*

Innes reported covered marketing and public relations, human resources, and the budget process. Beginning July 1, the Library added several genealogy databases: Ancestry.com Library Edition, HeritageQuest, and Fold3. Staff is also in the process of adding, where available, links to help users learn more about searching specific databases. Metal and vinyl logo signs have been ordered from RipQ. Signs will be added to the front of the Genealogy Center, Main Library, and Annex. Vinyl signs will be added to the wall behind the circulation area inside of the Library, and to the book drop at the back of the building.

All job descriptions have been updated. Staff members met individually with the director to discuss the last 12 months, focusing on accomplishments, challenges, professional development, and goals for 2020-21. Follow-up meetings will be held in August when job descriptions will be signed, goals finalized, and personnel files reviewed to make sure all required documentation is included. Professional development (PD) opportunities will be presented throughout the year and employees are all encourage to submit PD requests.

### 2. *Department Reports*

Adult Services. Innes and Schlie met with AA and NA to discuss scheduling and cleaning routines required to use the downstairs of the Annex. Initially, one meeting per day will be scheduled, increasing to 2 meetings per day when staffing allows. The practice of checking out keys has been eliminated; staff unlocks the door for the responsible party, who then locks it at the end of the meeting. Schlie and Jones have been staffing the Library's Saturday Market booth most Saturdays. Inside building updates are marching along as time allows. Schlie is preparing for is the BookEnds - a Madras Children's theater summer camp debuting the last week in July and first week in August.

Youth Services. Laura and Adriana have started a new storytelling program, *Librarians on the Loose*. They travel to different locations in the area and read a story (bilingual) related to the business or activity. KWSO is airing storytime at regular intervals. The JCLD received a \$3000 Institute of Museum and Library Services (ILMS) Cares grant and was able to purchase recording equipment. Swan has a Master's degree in Animation and Visualization from the University of Technology Sydney (Australia) and we're using her expertise to improve our videos.

Additional reports included an update on the Friends of the Library, and a review of the technical services and programming statistics.

3. *Property Summary*

All properties are rented. Minimal issues. The board and staff had a brief discussion about one of the property's upkeep and appearance.

4. *Position Descriptions and Coaching Forms*

Innes had distributed reviews job descriptions for all staff, and the coaching form used for this year's 1:1 discussion. Follow-up meetings with everyone will be scheduled for August when we are discussing (1) SMART Goals, (2) job description review, (3) resume review.

**IX. Other Business**

There was no additional business.

**X. Adjournment**

With no further business before the Board, Hillis presented a motion to adjourn, seconded by Chittenden. All approved and Esvelt ended the meeting at 3:05 pm.

Respectfully submitted,



Jane Ellen Innes  
Secretary to the Board