



**Board Meeting
Tuesday May 11, 2021 @ 3 pm
Rodriguez Annex**

Minutes

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

I. Call to Order

Karen Esvelt called the meeting to order at 3:02 pm.

II. Acceptance of Agenda and Establishment of a Quorum

Esvelt determined a quorum was established. Susan Stovall **moved**, Stephen Hillis seconded, to accept the agenda with flexibility. The motion passed unanimously.

III. Public Comment

None

IV. Review and Approval of April Regular Meeting Minutes

Susan Stovall **moved**, Stephen Hillis seconded, to accept the minutes of the April 2021 Board Minutes. Motion passed unanimously.

V. April Financial Report

Laura Jones explained the accounts project that she and several others worked on during April, checking all 2020-21 invoices for coding accuracy. Staff is completing all of the updates before sharing an accurate financial report. The project purpose is two-fold: to ensure that (1) all COVID-19 grant expenses are assigned correctly, and (2) all receipts are present.

Jones provided an overview of the internal checks and balances that will be in place for the 2021-22 fiscal year.

Guy Chittenden arrived at 3:33 pm

VI. Old Business

A. Facilities Update/Timeline – Gabrielle Beebe reviewed the status of the building projects.

Library Roof

- The Library could get by another winter without leakage, but contractors describe the roof as "being on borrowed time."
- A less expensive option would be to overlay the current roof with a second layer of roofing. This fix will only last ten years and make the future reroofing project cost more because they will be tearing off two shingles layers. This option would also require an engineer report to determine if the library structure can handle the weight of two layers of shingles.

- About future addition, unless the new addition will cover or compromise 50% or more of the new roof, then the contractor would not recommend putting off reroofing for that reason.

Annex Demolition

- Quotes received from 3 contractors who provide the baseline expectations for a cost estimated between \$136,000 - \$189,000
- The demolition of Annex and adjacent property at the same time is most economical.
- If demolition happens in summer 2021, the Annex will not drain resources over the winter, and the added expense of hiring a professional project manager to coordinate demolition would be required.
- Demolition in summer 2021 would allow neighborhood improvement to move forward with the demolition of the green duplex.

Guy Chittenden **moved**, and Hillis seconded to demolish the Annex and duplex this summer. The motion passed unanimously. Gabby will try to get a bid from one more company, and the Board will make the final hiring decision.

B. CRF Grant Update

Innes followed Jones's earlier comments about the monthly financials and explained that the team is checking CRF expenses against allowable charges to ensure funds are spent appropriately.

VII. New Business

A. Attorney of Record

After reviewing the proposed agreement, Stovall **moved**, and Hillis seconded to retain the Law Office of Jered Reed as the Library's attorney of record. Motion passed unanimously.

B. Oregon Community Foundation Grants

The Oregon Community Foundation is making several opportunities available to qualifying organizations. The Library is currently applying for a K-12 Summer Learning grant to support summer programs that focus on in-person or hybrid activities that support learning outside the classroom. The Library plans to apply for a 2021 OCF Community Grant (application window June 1- July 15). We are focusing on project/program grants to adapt or expand existing projects or programs or develop new programs to respond to current community challenges.

C. Policy Review

- Executive Limitations – Treatment of Staff. The Board determined it complies with this policy.
- Tuition Reimbursement Policy. The Board reviewed a draft Tuition Assistance Program (TAP) policy. After discussing it, Hillis **moved** to accept the policy, and Stovall seconded. The motion passed unanimously.

D. Saturday Market staffing for the summer

Innes explained that the Library needs additional summer volunteers to staff the Saturday Market and the Library's booth at the Jefferson County Fair. Program staff will distribute sign-up calendars.

VIII. Reports

A. Director and Departments Reports – reviewed as submitted

B. Property Summary Report – reviewed as submitted

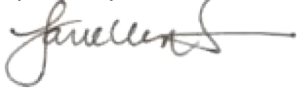
IX. Director Evaluation Process/Review

At 4:30 pm, the Board moved into Executive Session as identified in ORS 192.660(1)i for the purpose of performance evaluation and returned to open session at 5:49 pm.

X. Adjournment

With no further business before the Board, Stovall **moved**, and Hillis seconded to adjourn the meeting at 5:50 pm. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Ellen Innes", with a long horizontal flourish extending to the right.

Jane Ellen Innes
Secretary to the Board