



**BOARD OF DIRECTORS MEETING**  
**Wednesday, February 12, 2025 @ 4:30 pm**  
**241 SE 7<sup>th</sup> St, Madras, OR 97741**

## **Minutes**

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

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

**1. Call to Order**

Chairperson Susan Stovall called the meeting to order at 4:34pm.

**2. Acceptance of Agenda and Establishment of a Quorum**

A quorum was established. Stephen moved, Karen seconded to accept the agenda with flexibility. Motion passed. Susan added an executive session to the agenda following the finance report.

**3. Public Comment - None**

**4. Presentations**

The board watched a draft 3 minute video for bond presentations to outside groups. They were very happy with the product, and just wanted one part extended for easier reading.

**5. Review/Approval of Minutes – January 14, 2025 Board Meeting**

Stephen moved, Tess seconded to accept the minutes as presented. There were no changes or discussion. Motion passed.

**6. Finance Report - Monthly financials as of January 31, 2025**

The board discussed the January financials. Tess moved, Stephen seconded to accept the financial report as presented. Motion passed.

**7. Executive session**

In accordance with ORS 192.660.2i, the board went into Executive session at 4:46pm to discuss renegotiating the Library Director's contract. No decisions were made. The board moved out of Executive session at 4:51pm.

Stephen moved, Tiffany seconded to reimburse the director for additional cost of living expenses above the originally stipulated \$750 rent due to the fire in 234 7<sup>th</sup> St. The additional expenses will be paid between March 1 to June 30, 2025. Motion passed.

**8. Old Business - Status of 234 SE 7<sup>th</sup> St**

We received the insurance check resulting from the fire. There is \$5000 included as lost revenue from rent income.

Jane discussed meeting with the Economic Development Co to support a feasibility study with Jefferson County and the City of Madras. We could potentially partner with the city and county to build a shared multi-use building space at 234 7<sup>th</sup> St that could include a maker space.

**9. New Business**

- a. Resolution to adopt the Proposed Supplemental Budget. The board discussed the proposed supplemental budget. Stephen moved, Tiffany seconded Resolution No 24-06.

Be it resolved that the Board of Directors of the Jefferson County Library District hereby adopts the supplemental budget for fiscal year 2024-2025 in the total amount of \$2,798,721. This budget is now on file at Jefferson County library in Madras, Oregon. Also be it resolved that the amounts shown below in the supplemental budget column are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purposes:

<b>General Fund</b>	<b>Original Budget</b>	<b>Supplemental Budget</b>	<b>Change in Budget</b>
Personnel Services	757,130	763,433	6,303
Materials & Services	501,883	373,450	(128,433)
Capital Outlay	11,000	8,500	(2,500)
Debt Service	0	0	0
Interfund Transfers	500,000	23,000	(477,000)
Contingency	100,000	100,000	0
<b>Total</b>	<b>1,870,013</b>	<b>1,268,383</b>	<b>(601,630)</b>

<b>Building &amp; Improvement Fund</b>	<b>Original Budget</b>	<b>Supplemental Budget</b>	<b>Change in Budget</b>
Personnel Services	0	0	0
Materials & Services	7,000	20,000	13,000
Capital Outlay	726,436	758,574	32,138
Debt Service	0	0	0
Interfund Transfers	283,000	23,000	(260,000)
Contingency	15,000	15,000	0
<b>Total</b>	<b>1,031,436</b>	<b>816,574</b>	<b>(214,862)</b>

<b>Total APPROPRIATIONS, All Funds</b>	<b>\$2,901,449</b>	<b>\$2,084,957</b>	<b>(816,492)</b>
Total Unappropriated and Reserve Amnts, All Funds	264,152	713,764	449,612
<b>*TOTAL ADOPTED BUDGET</b>	<b>\$3,165,601</b>	<b>\$2,798,721</b>	<b>(366,880)</b>

Motion passed.

- b. Resolution to request a Construction Bond on the May 2025 ballot for the Building Expansion Project. The board discussed the wording of the resolution to call for a measure to contract general obligation bonds to fund the Building Expansion Project. Tiffany moved, Tess seconded Resolution 24-07 as follows:

**A RESOLUTION CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE JEFFERSON COUNTY LIBRARY DISTRICT THE QUESTION OF CONTRACTING A GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$20,400,000 TO FINANCE CAPITAL COSTS; DECLARING INTENT TO REIMBURSE EXPENDITURES; AND RELATED MATTERS**

WHEREAS, the Board of Directors of Jefferson County Library District, Jefferson and Wasco Counties, Oregon (the "District"), a library district formed under Oregon Revised Statutes ("ORS") Sections 357.216 to 357.286, has determined that a need exists for the District to finance capital costs, as more fully described in the Notice of Measure Election attached hereto as Exhibit A, and to pay bond issuance costs (collectively, the "Project"); and

WHEREAS, the cost of the Project is estimated to be not less than \$20,400,000; and

WHEREAS, ORS Section 357.261 and applicable sections of ORS Chapter 287A authorize the District, subject to voter approval, to issue general obligation bonds to finance capital costs, including the Project; and

WHEREAS, the District anticipates incurring expenditures (the "Expenditures") to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds (the "Bonds"), the interest on which is expected to be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the District Board of Directors has determined that it is in the best interest of the District to place the question of issuing the general obligation bonds on the ballot at the May 20, 2025 election.

**BE IT RESOLVED** BY THE BOARD OF DIRECTORS OF JEFFERSON COUNTY LIBRARY DISTRICT, JEFFERSON AND WASCO COUNTIES, OREGON:

Section 1. A measure election is called for the purpose of submitting to the electors of the District the question of contracting a general obligation bonded indebtedness in the name of the District in the principal amount not to exceed \$20,400,000. Bond proceeds will be used to finance the costs of the Project and pay bond issuance costs. The Bonds shall mature over a period of not more than twenty-five (25) years from the date(s) of issue and may be issued in one or more series.

Section 2. The measure election shall be held in the District on May 20, 2025. As authorized by the County Clerks of Jefferson and Wasco Counties, Oregon and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

Section 3. The District authorizes the Director of the District or the Chair of the Board of the Directors of the District, or the designee of either of those officials, any of them acting alone, as the authorized representative (the "Authorized Representative") to act on behalf of the District, to submit the final ballot title and explanatory statement, if any, and to take such further action as is necessary or desirable to carry out the intent and purposes herein in compliance with the applicable provisions of law.

Section 4. The Authorized Representative shall cause to be delivered to the Elections Official of Jefferson County, Oregon, the Notice of Measure Election (the "Notice") in substantially the form attached hereto as Exhibit A, with such changes as are approved and filed by the Authorized Representative as follows:

- a. Not later than February 28, 2025 (at least 81 days prior to the election date) for publication of notice by Jefferson County of receipt of ballot title on Form SEL 805; and
- b. Not sooner than after completion of the ballot title challenge process provided in the Secretary of State’s Referral Manual and not later than March 20, 2025 (61 days prior to the election date) on Form SEL 803.

Section 5. If Jefferson County or Wasco County prepares a voters’ pamphlet for the May 20, 2025 election, the Authorized Representative shall cause to be delivered to the Elections Official of Jefferson County, Oregon, an Explanatory Statement which shall be approved and filed by the Authorized Representative at the time of filing Form SEL 803 pursuant to Section 4.b. above.

Section 6. The District declares its official intent to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

Section 7. The Board of Directors hereby ratifies, approves, and confirms all actions heretofore taken by the District officers and officials in furtherance of the Bonds and the Project authorized herein, including but not limited to the appointment of SDAO Advisory Services LLC to serve as municipal advisor to the District and the retention of Foster Garvey P.C. to serve as Bond Counsel to the District with respect to the Bonds.

EXHIBIT A

**NOTICE OF MEASURE ELECTION**

**JEFFERSON COUNTY LIBRARY DISTRICT  
JEFFERSON AND WASCO COUNTIES, OREGON**

<b>Date of Notice</b> _____	<b>Name of District</b> Jefferson County Library District	<b>Name of County or Counties</b> Jefferson and Wasco	<b>Date of Election</b> May 20, 2025
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**Ballot Title**

**Caption** *(10 words which reasonably identifies the subject of the measure)*

General Obligation Bonds for Public Library Facilities

**Question** *(20 words which plainly phrases the chief purpose of the measure; second sentence is not included in word count.)*

Shall Jefferson County Library District issue \$20,400,000 principal amount of general obligation bonds for public library facilities? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

**Summary** *(ORS 250.035 limits the summary to 175 words which concisely and impartially summarizes the measure and its major effect.)*

If approved, the bonds would finance the capital costs of Jefferson County Library District, including constructing, expanding, renovating, furnishing, and equipping library facilities, costs of issuance of the bonds, and related capital costs.

If approved, improvements and additions to the existing library are expected to include a community multipurpose room, a meeting room, study spaces, spaces for children, teens, and adults, staff work areas, storage, and an outdoor courtyard. The improvements would include improved accessibility and additional restrooms and would increase the building's square footage for the expansion of the physical library collections.

Bonds would mature in 25 years or less from the date of issuance and may be issued in one or more series. If approved, the average annual tax rate is estimated to be \$0.56 per \$1,000.00 of assessed value. Actual rates may vary based on interest rates incurred and changes in assessed value.

Motion passed.

- c. Policy Monitoring. The board discussed the following policies.
  - i. Board-Library Director Linkage: Delegation to the Library Director. The board removed one word in this policy for grammatical clarity. They agreed that they are in compliance with the policy.
  - ii. Executive Limitations: Compensation and Benefits. The board agreed they are in compliance with this policy.
  - iii. Board Governance: Board Operations. The board agreed they are in compliance with this policy.

\*Tess Ballard left the meeting at 5:40pm.

- d. Appoint Library Director Evaluation Committee. The board selected Tess and Stephen to head the evaluation committee.

#### **10. Library Activities Report and Update**

Jane reported on a meeting held with Deschutes and Crook county library directors. There is a meeting set for March 4 to renegotiate the tri-county contract.

- 11. Ending Remarks** – Susan discussed the protocol for Board communications and reminded board members to check their email frequently.

#### **12. Adjourn**

Susan adjourned the meeting at 6:02pm.

*Kristin M. Peterson*

Kristin Peterson  
JCLD Executive Assistant and Acting Secretary to the Board