

MINUTES

Jefferson County Library District Board Meeting
January 11, 2022



Board Present: Guy Chittenden, Karen Esvelt, Susan Stovall, Tiffany Turo

Board Absent: Stephen Hillis

Staff Present: Jane Ellen Innes, Laura Jones

I. Call to Order – 3:11

Chairperson Karen Esvelt called the meeting to order at 3:11 pm.

II. Acceptance of Agenda and Establishment of a quorum

Esvelt announced a quorum was presented and requested a motion to approve the agenda. Guy Chittenden moved, Tiffany Turo seconded, to accept the agenda with flexibility. Motion passed unanimously.

III. Public Comment

None.

IV. Review/Approval of Minutes

Susan Stovall moved, Chittenden seconded, to approve the December 14, 2021 Board Meeting Minutes. Motion passed unanimously.

Susan Stovall moved, Turo seconded, to approve the December 28 Board Meeting Minutes. Stovall, Esvelt, and Turo voted to approve. Chittenden abstained. Motion passed.

V. Financial Report for the period ending December 31, 2021

Jane Ellen Innes reported that the traveling storyteller vehicle and the bookmobile were paid; the bookmobile was at the customization shop. Stovall moved, Turo seconded, to approve the December 31, 2021 financials as presented. Motion passed unanimously.

VI. Old Business

A. Auditor Findings Discussion.

Esvelt, Turo, and Stovall summarized the audit findings for Chittenden, who had been unable to attend.

B. Penny Hummel Proposal

All present reviewed the strategic plan scope proposal presented by Penny Hummel. Turo moved, Stovall seconded, to accept Hummel's proposal with the following added clarifications: (1) if estimated expenses are over \$10,000, Hummel will notify the District and the Board will review any potential overage expense; (2) ask for estimated travel expenses (determined after logistics are determined). During the discussion of the motion, several Board members emphasized the importance of ensuring representation, and gathering information from Warm Springs, and outlying areas of the county (Camp Sherman, Ashwood, Big Muddy.) Reviewing options for group information gathering, all agreed that a combination of up to three in-person 2-hour online and in-

person visioning sessions, each involving 10 – 15 participants, would garner the most diverse and relevant responses.

VII. New Business

A. Strategic Planning Timeline

Hummel presented a timeline for the strategic planning that begins in February, and the report presented in June 2022.

B. Policy Review – in compliance

The following governance policies were reviewed, and all present agreed the Board complied with them. Innes commented that she is putting additional emphasis on assessing the effectiveness of programs and library content

- Governance | Governance Quality and Costs
- Executive Limitations | Financial Condition/Activities and Financial Planning/Budgeting
- Results Policy | #1 and #3

C. 2022-23 Budget

- Appoint Budget Officer – Jane Ellen Innes, Library Director was appointed as the Budget Officer.
- Appoint Committee – The budget committee members serve rotating terms. The 2022 Committee consists of: Sandra Hahn and Courtney Snead (term ending 06/30/2022), Colleen Fletcher (term ending 06/20/2023), and Joan Starkel and Tim Bewley (terms ending 06/30/2024). Stovall moved; Chittenden seconded to approve the Budget Committee members as presented. Motion passed unanimously.
- Determine Budget timeline – Tabled until the February Board meeting.

VIII. Reports

1. Director

The Board had earlier decided to change the evaluation period from fiscal year to calendar year. Innes explained that because statistics are collected and reported in alignment with the annual budget data, July 1-Jun 30, it was difficult to make a relevant comparison on a calendar year basis. She suggested that the 2021-22 evaluation remain scheduled for January-February and that the 2022-23 evaluation occur in September 2022, at the conclusion of the reporting period. All present agreed.

2. Teams

The Board reviewed the Team's January report on December activities. One Board member suggested that based on feedback, the Holiday celebration (the Grinch visiting the Library) be moved from a weekday to Saturday. The board also discussed the new curriculum crates.

3. Facilities

Innes reported that the Library has lost a significant number of roof shingles and she will be getting bids for re-roofing 241 SE 7th. She is also collecting landscaping bids for the 241, 227-229 buildings

4. Properties (Heritage Center, 234, 227)

Innes contacted a local realtor regarding the sale of 21 SE D Street to prospective buyers. All agreed to contract with the recommended appraiser.

5. Grants

- ALA - \$3,000. The grant period ended on December 31, 2021. Gretchen submitted the final report to the American Library Association.

- OCF K-12. The grant period ended on December 31, 2021. Laura contacted the OCF about required reporting. The Library will be participating in a group discussion in February, 2022.
- ARPA – This grant concludes on June 30, 2022. After checking with State Library representatives, we are able to shift specific line-item expenses to other areas related to the same project. Gretchen and Laura are in the process of shifting funds as appropriate.
- Go-Kids – This \$15,500 two-year grant is focused on early literacy. Grant-related purchases and activities will begin in early 2022.

IX. Other Business

February Board Meeting Date - Tabled

X. Adjournment

With no further business before the Board, Chittenden moved, Turo seconded to adjourn at 5:14 pm.

Respectfully submitted,



Jane Ellen Innes

Secretary for the Board