



**Board of Directors Meeting
Tuesday, November 8, 2022
241 SE 7th Street, Madras, OR 97741**

Minutes

Attending

Board Present: Susan Stovall, Tiffany Turo, Karen Esvelt, Stephen Hillis

Board Absent: Guy Chittenden

Staff: Jane Ellen Innes, Laura Jones, Gabrielle Beeb

1. Call to Order

Chairperson Susan Stovall called the meeting to order at 3:00 pm

2. Acceptance of Agenda and Establishment of a quorum

A quorum of the Board was present; the agenda was accepted with flexibility.

3. Public Comment

None.

4. Team Report – Teens

Star – Reviewed October teen activities and previewed upcoming programs. Star attended the Young Adult Library Services Association conference in Baltimore, Maryland, on November 4-6.

- October teen events included a lunch craft at the middle school and teen movie night (Beetlejuice) on Saturday, October 29.
- November – monthly teen craft at the middle school library, holiday craft night at the library (November 14).
- January – Dungeons and Dragons, weeknight and Saturday groups; art and board game night.

5. Review/Approval Minutes (Action Item)

The minutes from the October 11, 2022, regular meeting and October 25, 2022, work session were approved as distributed.

5. Finance Report – for the month ending October 31, 2022 (Action Item)

A. Finance Overview

Jane Ellen Innes presented the October financial statements. Members discussed various expense items. Tiffany Turo moved, and Karen Esvelt seconded to approve the October financials as presented. The motion passed unanimously.

B. Audit Update

Innes reported that all documents requested by the auditor had been provided. Representatives from Price/Fronk will attend the December meeting and present its audit report.

Stephen Hillis arrived at 3:37 pm.

6. Unfinished Business

A. Bylaws – Second Reading

The Board reviewed the updates discussed at the October meeting. **Esvelt moved**, and Turo seconded to approve the bylaws revisions as presented and after incorporating changes requested during the first meeting. The motion passed unanimously.

B. Results Monitoring – Set aside

C. Owner's Representative

Board members reviewed document changes proposed at the October meeting. Stephen Hillis moved, and Esvelt seconded forwarding the Owner's Representative RFQ to the District's attorney and accountant. The motion passed unanimously. RFQ will be distributed after attorney and accountant review.

D. SDIS Insurance Discount requirement

SDAO affiliate organizations can receive a 10 percent discount on SDIS liability insurance. In 2023 JCLD will receive a total 10% discount. 2% for membership in OLA, 2% for meeting the board duties and responsibilities checklist, 2% for having a board duties and responsibilities policy, 2% for attending training, and 2% for enrolling at least two (2) members of the board in the SDAO Board Leadership Academy,

7. New Business

A. Policy Review

Board members determined they complied with the following policies: (1) Governance – Board Member's Code of Conduct, (2) Executive Limitations – Emergency Library Director Succession, and (3) Board-Library Director Linkage – Unity of Control

Policy Overview – Operating Policies (presented in November, reviewed in December). Member will discuss potential updates to the operating policies at the December meeting.

B. Changes to monthly staff reports

Gabrielle Beebe and Laura Jones explained changes to the monthly staff reports. The management team requires more pre-planning for library programs and events. Program updates will continue quarterly and be updated by Jones and Beebe to reduce the reporting burden on the entire team. The rest of the monthly report will remain the same.

C. Board Self-evaluation.

Tiffany Turo presented the results of the Board's self-evaluation. Members present discussed the process and results.

8. Reports

A. Director and Team

The monthly team report included activities for the management team, Public Operations (Circulation, Collection Development, Programming, Public Relations), and Technical Operations and Facilities.

B. Facilities

The new roof on the main library is complete. Minor updates on the 234 building continue. Beebe is investigating renting a Conex container, placing it on the property behind the main library, and using it for storage.

C. Grants

Jones reported on pending grant applications and mentioned the new grant-funded STEAM cart. She also updated Board members on the 2-year Go Kids grant that focuses on early literacy. Beebe explained that she is applying for a grant to fund adult computers that will be used to offer technology classes and also for the Book-A-Tech program.

9. Upcoming Events

The November calendar was distributed.

10. Adjourn

With no further business before the board, the meeting adjourned at 4:46 pm

Respectfully submitted,



Jane Ellen Innes
Secretary to the Board