

Minutes

Jefferson County Library District Board Meeting
April 12, 2022
Meeting Called by Chairperson Karen Esvelt



Attending

Board Present: Karen Esvelt, Guy Chittenden, Stephen Hillis, Tiffany Turo
Board Absent: Susan Stovall
Staff Present: Jane Ellen Innes, Laura Jones

I. Call to Order – 3:04 pm

II. Acceptance of Agenda and Establishment of a quorum

All accepted the agenda as presented. Quorum present.

III. Public Comment

None.

IV. Review/Approval of Minutes

Stephen Hillis moved, Guy Chittenden seconded, to accept the minutes of the March 8 Board meeting and the March 29 Board work session as presented. **Motion passed unanimously**.

V. Financial Report for the period ending March 31, 2022

Board members reviewed the monthly income statement and balance sheet and asked several clarifying questions that were answered by the director.

VI. Unfinished Business

A. Strategic Planning – April Meeting for follow-up calls for visioning? Mailing list and reminding of follow-up calls. Board members were reminded that they would be making vision session follow-up calls to those invitees who had not responded by April 25. Innes will update the collaborative document, assign callers, and distribute to members by April 26.

B. Operation Policy – Tabled until April or May

VII. New Business

A. Facilities

1. Landscaping (Main, 227/9, 234). Innes reported that she would be requesting quotes for improving the landscaping around the library's main building, and the blue duplex. The goal is to improve the outside appearance with essential improvements, holding any major landscaping projects until the completion of the library addition. **Hillis moved**, Tiffany Turo seconded, to proceed with updating the landscaping around the library, and finding a solution for the empty lot that minimizes dust and weeds. **Motion passed unanimously**.

2. 241 Roof. After Innes provided an update on the roof of the mail library, **Turo moved**, Hillis seconded, to proceed with reroofing the library. **Motion passed unanimously**.

3. 21 D. Innes reported that there is no space in the library buildings to store the Film Committee's chairs. Members suggested that a library representative ask Brightwood if it has the capacity to store the chairs.

B. Budget Assumptions

Innes shared her preliminary budget assumptions, which included focusing on the two areas highlighted during the Results monitoring discussion – services to seniors, outreach, and services to teens. Salaries are budgeted at a 7% increase for staff.

C. Policy Review In compliance

VIII. Reports

- A. Teams** – Trustees reviewed the monthly team report and had the opportunity to share impressions and ask clarifying questions.
- B. Grants** – Laura Jones presented an update on the OCF K-12 grant follow-up, and a status report on the State Library's ARPA grant. She also mentioned several new grant possibilities.
- C. Property**

The sale of the Heritage Center is on track to be completed by the end of April. The facilities staff is coordinating the removal of existing resources and equipment to other library building. Staff will begin reviewing the Oregon collection, and cataloging materials in June.

The west side of the duplex will be ready for occupancy by the end of April. After that, staff offices will be shifted to create a conference room/classroom in the main library.

VIII. Adjournment

With no further business before the board the meeting adjourned at 4:56 pm.

Respectfully submitted,

Jane Ellen Innes
Secretary to the Board