



## District Board Meeting August 11 2020

**Board Present:** Karen Esvelt, Guy Chittenden, Susan Stovall, Royce Embanks

**Board Absent:** Stephen Hillis

**Staff Present:** Jane Ellen Innes

**Guests:** Fred Gast, Jr.

### **I. Call to Order**

The meeting was called to order by Karen Esvelt at 2:02 pm.

### **II. Acceptance of Agenda and Establishment of a quorum**

A quorum was present. It was moved by Susan Stovall, seconded by Guy Chittenden, to accept the agenda with flexibility. Motion passed unanimously.

### **III. Public Comment**

There was no public comment.

### **IV. Review and Approval of July Minutes**

It was noted that members present and absent were missing and will be added. Chittenden moved to accept the minutes with the noted addition. Embanks seconded. Motion approved unanimously.

### **V. Monthly Financial Reports**

Innes noted that the salary allocations adjusted due to staffing changes (clerk to specialist) was not reflected in the July 31 financial statements and that will be corrected. Stovall moved, Chittenden seconded, that the financial reports be accepted. Motion approved unanimously.

### **VII. Old Business**

#### *1. Bequests Update*

Innes reported that she had talked with Dan Comingore about the status of receiving funds from the Comingore estate. He expressed his hope that all transactions would be completed by the end of the year. Innes explained that she has had trouble receiving returned correspondence from one account and will be sending future correspondence as registered letter.

### **VIII. New Business**

#### *1. Strategic Planning Preparation – Preliminary Discussion*

The Board discussed steps for initiating a strategic plan. Innes agreed to conduct preliminary research, with the goal of identifying next steps by the October Board meeting. Data collection would occur throughout the fall. Results analyzed and discussed prior to the beginning of the 2021-22 budget cycle.

#### *2. End of Year Financial Review*

Tabled until missing members were present and accountant was in attendance.

3. *Policy Review*
  - A. *Governance | Board Job Description.* The Board determined it complied with this policy.
  - B. *Executive Limitations | Global Executive Constraint.* The Board determined it complied with this policy.
  - C. *Public Comments During Meetings.* This item was presented to initial discussion only. Innes explained that she believed the existing guidelines were too restrictive and would like to create a more general guideline. Public Comments is included in the bylaws and would require an amendment. Changes to this section of the bylaws will be reconsidered at a future meeting.
4. *First review – Operating Policies*

Operating policies were distributed for a first review and will be discussed at the September meeting.

## **IX. Reports**

1. *Director Report.* Innes reviewed the Director's report, which is included separately in the board packet.
2. *Department Reports.* Department reports were reviewed and discussed.
3. *Property Summary.* The property summary was distributed. Correspondence from the property management company was distributed in the Board packet. Topics included extension of the Oregon Eviction ban, and the company's efforts to collect rents, process for inspections/notices, and the lease renewal process.

## **X. Other Business**

1. *Library Building Update.* The Board held a brief discussion on Library building updates and discussed strategies for expanding and raising funds.
2. *Architect's Report.* Fred Gast, Jr., presented results from the functional site analysis that was commissioned in the fall of 2019. He reviewed the project, presented potential building façade options and library organization. The Board thanked Mr. Gast for his efforts and expertise. The purpose of the functional site analysis was to be able to compare possible building requirements and configurations at the existing site, so to compare it to possible building requirements and configurations at the Westside Community Campus site.

## **XI. Adjournment**

With no further business before the Board, the meeting adjourned at 5:15 pm.

Respectfully submitted,



Jane Ellen Innes  
Secretary to the Board