



Board of Directors Meeting
Wednesday, April 19, 2023 @ 4:15 pm
241 SE 7th Street, Madras, OR 97741
MINUTES

Attending

Board: Tiffany Turo, Tess Ballard, Stephen Hillis

Staff: Jane Ellen Innes, Gabrielle Beebe, Kristin Peterson, Laura Jones

1. Call to Order

Vice Chairperson Tiffany Turo called the meeting to order at 4:21.

2. Acceptance of Agenda and Establishment of a quorum

Tess Ballard moved and Stephen Hillis seconded to accept the agenda with flexibility; the motion carried. A quorum was established.

3. Public Comment

No public comment.

4. Presentations from Outside Groups

No presentations from outside groups.

5. Review/Approval of Minutes (Action Item)

Hillis moved, and Ballard seconded to approve the minutes of the March 13 and March 30, 2023 minutes. Motion carried.

6. Finance Report – Financial Statement ending March 31, 2023

Jane Ellen Innes explained the budget vs actual as of March 31. She answered questions. Budget is on track. Hillis moved, Ballard seconded to accept the financial statement as presented.

-- Laura Jones entered the meeting at 4:38.--

7. Unfinished Business

- Social Media Policy second reading.

Hillis moved, Ballard seconded to approve the social media policy

- 2023-2024 Budget Timeline and Assumptions.

Innes presented her assumptions and answered questions. The board discussed the budget update of the Association. The board agreed with the assumptions and timeline.

- Director's evaluation packet.

Turo discussed and distributed the evaluation packet. Deadline for input is May 5, 2023. Input will be discussed at the May board meeting. Innes suggested that the evaluation is based on

results monitoring for the current fiscal year as opposed to the prior fiscal year. The board will also consider prioritizing programs/strategies to focus on next fiscal year.

8. New Business

- Governance Policy Monitoring.

The board discussed the following executive limitations policies: Financial Condition and Activities, Financial Planning and Budgeting, and Treatment of Library Users. The board reviewed and agrees JCLD is in compliance.

- Library Director's annual review.

Discussed during Unfinished Business evaluation packet.

- Change date of May Board meeting.

May Board meeting will be Thursday, May 18 at 4:15.

- Increase in eBook charges from DPL.

Innes discussed DPL increasing the ebook charge from \$1 to \$1.30 per item. The board had a lively discussion.

9. Reports

- Management. See the team report.
- Facilities.

Gabrielle Beebe discussed the team report, including the pick-up lockers for Culver, the increased use of the meeting room by patrons and the status of the heritage collection. She also discussed the maintenance conditions of the additional library-owned buildings. The board would like a comprehensive list of maintenance required for 234. Beebe is looking to add a meeting space to 234 7th St for staff use. We are still waiting to finalize the contract with Compass, and then the Compass representative would like to attend the next board meeting.

- Programs.

Laura Jones discussed the internship program and how successful it has become. She also talked about the goals for programs, how they fit into the strategic plan, and how a program form is being used to plan programs.

- Grants.

Jones discussed the Esser grant. This grant will be supporting STEM with the after school STEM program and outreach to Warm Springs STEM programs. The \$60,000 total grant will be used for next fiscal year. Hillis moved and Ballard seconded that Resolution #22-04 be accepted as presented. Motion carried unanimously.

10. Upcoming Events – see the monthly calendar distributed at the meeting

11. Board evaluation – Did the meeting today move towards the goals for the Jefferson County Library District) board?

The board agreed that the discussion today was excellent.

12. Adjourn

With no further business before the board, the meeting adjourned at 6:30.

Respectfully submitted

Kristin Peterson
Executive Assistant
acting as Secretary to the Board