

**BOARD OF DIRECTORS MEETING**

**Tuesday, July 8, 2025 @ 4:30 pm**

**241 SE 7th St, Madras, OR 97741**

Board members present: Susan Stovall, Tiffany Turo, Karen Esvelt

Staff present: Jane Innes, Kristin Peterson

**Minutes**

1. **Call to Order**

Chair Susan Stovall called the meeting to order at 4:31pm.

1. **Acceptance of Agenda and Establishment of a Quorum**

A quorum was established with 3 Board members. Tiffany Turo moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried.

1. **Public Comment** - none
2. **Presentations**
	1. Oath of Office - Board members will take the oath of office at the County clerk’s office.
3. **Review/Approval of Minutes** – June 10, 2025 Board Meeting

The board reviewed the minutes of last month’s meeting. Esvelt moved and Turo seconded to approve the minutes as presented. There was no further discussion. Motion carried.

1. **Finance Report**
	1. Monthly financials as of June 30, 2025 – Jane Innes presented the June financials and answered questions. Esvelt moved and Turo seconded to accept the financials. There was no further discussion. Motion carried.
	2. End of year financial review – End of the fiscal year financial information is not available yet. Review is tabled until the next meeting.
2. **Old Business**
	1. 234 SE 7th St Update – Innes asked for Board assistance in finding a commercial appraiser for the properties across the street from the library.
3. **New Business**
	1. 2025-2026 Board of Directors Calendar of Events – Since end of year financials will never be ready by the 2nd week of July, the Board decided to move the fiscal year review to September. Turo moved and Esvelt seconded to accept the annual calendar with changes as discussed. There was no further discussion. Motion carried.
	2. Policy Monitoring – The Board reviewed and agreed they were in compliance with the following policies:
		1. Governance: Governing Style, Board Job Descriptions
		2. Executive Limitations: Financial Condition and Activities, Financial Planning and Budgeting
	3. Proposal to change financial institution – Innes discussed reasons for moving our bank accounts and credit card accounts to a different bank. Esvelt moved and Turo seconded the proposal to change financial institutions from Umpqua Bank to Mid Oregon Credit Union. Signers on the account will be Jane Innes, Susan Stovall, and Stephen Hillis. The process will be gradual to make sure no automatic payments are disrupted. Motion carried.
	4. Conflict of Interest forms – The Board members present filled out the required annual conflict of interest forms. The other Board members will complete the forms at the next meeting.
4. **Library Activities Report and Update**

Innes and the Board discussed the end of year statistics for material circulation, new library cards, and event attendance. Innes also gave an update on the potential partnership with the Culver School District to provide public library services in Culver.

1. **Ending Remarks**
2. **Adjourn** – Stovall adjourned the meeting at 5:20pm.

Respectfully submitted,

Kristin M Peterson

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board