**District Board Meeting**

**Tuesday June 9, 2020**

**Minutes**



**Attending**

Present: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden

Absent: Royce Embanks

Staff: Jane Ellen Innes

 **I. Call to Order**

Chairperson, Stephen Hillis, called the meeting to order at 2:00 pm.

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

A quorum of the Board was present. Susan Stovall moved, Karen Esvelt seconded, to accept the agenda with flexibility. The motion passed unanimously.

 **III. Public Comment**

There were no public comments.

 **IV. Minutes of the May Board Meetings**

– Regular Meeting – May 12, 2020. The minutes of the May Board meetings were reviewed. Stovall moved, Guy Chittenden seconded, to approve the minutes of the May 12, 2020, as presented. The motion passed unanimously.

– Special Meeting – May 21, 2020. Stovall moved, Esvelt seconded, to approve the minutes of the May 21, 2020 special Board meeting as presented.

 **V. May Financial Reports**

Innes explained that the amounts charged to office supplies, processing supplies, and building supplies (for the main Library and the Annex) had been reviewed and items incorrectly assigned to one category have been transferred to the appropriate one. Esvelt moved, Chittenden seconded, to accept the May financial reports as presented. The motion passed unanimously.

 **VI. Old Business**

 *1. Bequests Update*

Innes reported that the library has received most of the donations from the Gloria Comingore estate. One brokerage account is still outstanding. The Board discussed how to best acknowledge the generous donation from Mrs. Comingore. The donations will be held and used toward the JCLD’s future growth.

**VII. New Business**

 *1. Library Director Contract Review/Renewal Negotiation*

 The Board entered into *Executive Session at 2:20 pm.*

Stovall moved, Esvelt seconded moving to Executive Session in accordance with ORS 192.66(1)2A(i), for the purpose of discussing and reviewing the performance the library director during the 2019-20 fiscal year. Both parties reached consensus on a contract beginning July 1, 2020 and ending June 30, 2022. A new contract will be signed by all parties at the June 23, 2020 Board meeting.

The Board returned to open session at 3:34 pm.

 2. *Policy Review*

– Board Governance: Global Governance Commitment. The Board determined it complied with this policy.

– Ex Limitations Policy: Collection Development. The Board tabled this policy until the Governance Refresher with the consultant (tentatively scheduled for Summer 2020).

 3. *Open-for-Business Update (Main and Annex)*

Innes presented a brief overview of the changes that have occurred, as a result of COVID-19, for allowing customers into the Library. Current hours are 10 am – 3 pm, Monday through Saturday. Signage has been updated. A process for sanitizing returned materials is in place. Public restrooms are not currently available. The Safety Committee has developed an action plan for moving into Phase II. Innes and Community Service Specialist Schlie, will meet with several groups and determine potential meeting times and post meeting sanitizing requirements.

 4. *Election of Board officers for 2020-21*

Following a lively discussion that included a review of the Chairperson and Vice-Chairperson responsibilities, Chittenden nominated, Stovall seconded, Karen Esvelt as Chair for 2020-21, beginning July 1. There we no other nominations and Esvelt was accepted. Discussed the responsibilities of the Chair and Vice Chair.

Esvelt nominated, Stovall seconded, Guy Chittenden as Vice-Chairperson for 2020-21, beginning July 1. There were no other nominations and Chittenden accepted.

 5. *Review signing authorities*

It was decided that Hillis and Stovall, along with Innes, will continue to have signing authority for the District. Innes will contact Columbia Bank to verify the process for updating the bank records with the new officers.

Signers: Stephen/Susan JE will check with the bank to see what forms need to be updated with new officers.

 6. *Resolution of Corporate Signing Authority*

The Resolution for Corporate Signing Authority was assigned the incorrect resolution number. Stovall moved, Esvelt seconded, that this resolution number be corrected to 2019-02. The motion passed unanimously.

 7. *Resolution to move funds into Capital Outlay*

Resolution number 2019-03 authorized the transfer of appropriations for the fiscal year ending June 30, 2020 within a fund in accordance with ORS 294.450(1). $16,000 will be transferred from the Contingency (General Fund) to the Materials and Services (General Fund). Stovall moved, Chittenden seconded, to accept Resolution 2019-03. The motion passed unanimously.

 8. *Grants*

The Library has received funds from the Jefferson County Library District Endowment, and also from the State of Oregon Library. Both grants provide additional funds for the JCLD Summer Reading Program.

Esvelt moved, Stovall seconded, that the $4500 donation from the 2020 SRP be accepted. The motion passed unanimously.

A second round of COVID-19 Response mini-grants were made available from the Oregon’s FY 2019 LSTA allotment for COVID-19 response. The Youth Services staff applied on June 8, 2020 and received notice that it had received a $3000 grant that will reimburse the Library for funds expended. Stovall moved, Esvelt seconded, that the COVID-19 Mini Grant in the amount of $3000, be accepted. The motion passed unanimously.

**VIII. Reports**

1. *Director Report*. The Board reviewed the Director’s report as presented.

2. *Department Reports.* The Board reviewed the Department Reports as presented.

3. *Property Summary*. The property management companies May summary report was distributed and reviewed.

 **IX. Other Business**

None.

 **X. Adjournment**

With no further business before the Board, Stovall moved, Esvelt seconded, to adjourn the meeting at 4:31 pm. The motion passed unanimously. The next meeting of the Jefferson County District Library Board is Tuesday, June 23, 2020 at 3:00 pm.

Respectfully submitted,

Jane Ellen Innes

Secretary to the Board.