**District Board Meeting**

**Tuesday March 10, 2020 @ 3:30 pm**

**Rodriguez Annex**

**Minutes**



**Attending**

Board Present: Stephen Hillis, Susan Stovall, Karen Esvelt (arrived at 3:47 pm), Guy Chittenden, Royce Embanks (arr. 3:40)

Staff Present: Jane Ellen Innes, Laura Jones

Guests: Sandy Jackson, Marie Glenn, Linda Clowers, Patty Lieullan

**I. Call to Order**

Chairperson Stephen Hillis called the meeting to order at 3:32.

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

**MOTION:** It was moved by Stovall, seconded by Esvelt, that the agenda be approved as presented, with flexibility. The motion passed unanimously.

**III. Public Comment**

There was no public comment.

**IV. Accept Minutes**

February minutes were tabled until the April meeting.

**V. Library Spotlight – Library Foundation**

The Library Foundation met before the Board meeting. It identified several areas of importance: (1) increasing membership, (2) increasing visibility. Members entered into a general discussion of ways to support the Library. It discussed creating a trustee job description as the first step toward increasing membership. The Director suggested locating the existing bylaws and reviewing them. The members also discussed how to develop a marketing strategy and a long-term strategic plan. The most pressing need, as agreed by all Foundation members present, was to increase membership.

There was a brief discussion with the Board about diversifying the Board, targeting specific needs and actively recruiting people to fill a skill area (e.g., lawyer, accountant). All present also discussed future growth and the potential for a capital campaign. Hillis reviewed the options for expanding the Library, and the potential collaboration with the Westside Community Campus.

It was suggested that a Foundation member serves as an ex-officio member of the Board. The Board agreed to discuss this option at a future meeting.

**VI. Financial Review**

The Board reviewed the February 2020 income and balance statements. Jones clarified that expenses for Ollie's Corner came from donations from the community. **MOTION:** It was moved by Stovall, seconded by Esvelt, that the financial statements be approved as presented. The motion passed unanimously.

**VII. Old Business**

*1. RFID Update*

The RFID tagging project is complete. The Library began receiving materials from Ingram pre-tagged. An unforeseen complication resulted in orders being held for processing by Ingram. Adult and Children's Services anticipates a large shipment of items arriving in the next few weeks.

*2. Board Governance Refresher Update*

Innes is waiting to hear back from Helphand about potential dates for the governance refresher.

*3. Bequest Update*

Innes continues to work with the life insurance companies and brokerage accounts to disburse the funds from the Comingore estate.

**IX. New Business**

*1. Board Priorities 2020-21, Vision/Annual Vision Review*

Stovall presented the results of the Board's vision review. Common themes included (1) improving the Library's online presence, (2) increasing outreach to the community, (3) actively promoting the Library in the community, (4) continuing to make the Library a welcoming place accessible to all, in the Library and online.

There was a discussion about increasing the availability of the public Internet beyond open hours. Innes explained that the public WIFI access was limited to open hours at the suggestion of the Madras Police Department to discourage untoward activities after hours.

*2. Policies*

A. Update/Action Plan

Innes explained that it was her goal to review all of the existing Library policies and broaden them slightly, then prepare Administrative Rules that explain how to implement the policy. She plans to work with Laura Jones on preparing the initial drafts and then ask the Staff to review before presenting them to the Board. Staff plans to re-instate the Safety Ommitteeand create an emergency preparedness plan.

B. Results monitoring wrap-up/budget suggestions

All present agreed that the Library was meeting the results monitoring policies. Innes will prepare a State-of-the Library report and distribute to the Board in April, before the budget hearings.

*3. Director’s evaluation packet to be distributed to Board*

Stovall has distributed the Director’s evaluation packet to Board members and all Staff.

*4. Budget Calendar*

The Board reviewed the Budget Calendar. The first Budget Committee Meeting will be April 28, 2020.

*5. Accept SDAO Safety and Security Grant*

The Director applied for and received a Safety and Security Grant from the Special Districts Association of Oregon for purchasing an alarm and video system for the Library, and for improving lighting. **MOTION:** Esvelt moved, seconded by Stovall, to accept the $4,339 matching Safety and Security Grant from the SDAO. The motion passed unanimously.

*6. Coronavirus Considerations*

All agreed to include information about the Coronavirus on the Library's Web site: information about the virus, and links to the Center for Disease Control and other reliable resources.

**X. Reports**

*1. Director Report*

A. Conference Updates

Public Library Association Conference

Innes attended the PLA conference in Nashville, February 25-March 1. The conference presented a considerable amount of relevant information. One overriding takeaway was the importance of (1) good fundamental policies, and (2) metrics and data. Included in the Board packet is a list of sessions that Innes attended.

Budgeting and Finance Workshop

The State of Oregon presented a workshop on budget preparation on March 5 that both Jane and Laura attended. The presenters gave a clear explanation of the requirements for preparing, presenting, an approving a budget for a public entity.

Oregon Public Library Director’s Meeting

Innes attended the Oregon Public Library Director’s meeting in Newport on Friday, March 6. Presentations included

1. Resources for Spanish book buying, and REFORMA – a division of ALA – that encourages (1) the development of Spanish-language and Latino-oriented library collections, (2) recruitment of bilingual, multicultural library personnel, and (3) promotion of public awareness of libraries and librarianship among Latinos.

2. The Library Squad Presentation – a team of librarians, consultants, and specialists with varying foci and strengths. They are available to offer advice and expertise to help with small issues or projects at your Library." I've submitted a proposal to re-imaging the circulation area and create separate circulation and reference desks for a minimal cost. Innes applied for help in envisioning inexpensive revisions to the existing library area to create independent circulation and reference areas.

3. Intellectual Freedom – Interesting and informative presentation by the library manager at the Mt. Angel’s Library.

4. Census presentation – Jim Graham. We are a designated Community Resource Center (CRC).

B. Genealogy Center Update

Re-keying of the Genealogy Center is complete. The alarm system is installed. The Library plans to submit a request for urban renewal funds to the CIty that focuses on improving the Center's interior and façade.

C. Computer Replacement update and interim plan

At the beginning of the 2020-21 fiscal year, the Library will be purchasing the rest of the updated computers. Initially, the older computers would be replaced with newer ones. Based on demand, instead the Library will ADD new machines to the existing units to create more computer stations for both adults and youth. In 2021-2022 and beyond, the Library will replace 3-4 computers each year.

D. State of the Library Report Timeline

The Library’s annual report/results policy review will be available before the Budget Committee meeting.

*2. Department Reports*

Department Reports were included in the Board packet. Highlights included:

The interior painting project is complete. Some trim and the bathroom are still in need of some painting. The slat wall (thanks to Brightwood) has been installed and painted to become the New Book area. Hold area shelving was installed. Three of the public computers were moved to the adult side of the Library, and three were moved to the youth side of the Library, creating separate computer areas. After additional consideration, we will be using two of the youth area laptops for overflow adult usage and have them available for check-out from 10-3.

Staff is evaluating Web site developers. Innes displayed a sample site for the Board.

Laura Jones and Star Todd visited the Crook County Library and chatted with the Youth Services staff. Great opportunity for idea and collegial exchange. Summer reading program preparations are on track.

We withdrew 178 items from the collections, predominantly in the Juvenile section. Easy and Juvenile nonfiction, Easy Readers, and some Youth Graphic Novels were removed after evaluation, to make room on the library shelves. 306 items were added.

Library and Genealogy Center locks were changed. Alarm systems installed. Door counter repaired.

The full Department report was included in the March 2020 board packet.

*3. Property Summary*

The Board received the January 2020 property summary, prepared by the property management company.

**XI. Other Business**

**None.**

**XIII. Adjournment**

With no further business before the Board, Embanks moved, Esvelt seconded, that the meeting adjourn at 5:58 pm. The motion passed unanimously. The JCLD Board of Directors meets next on Tuesday, April 13, 2020, at 3:30 pm in the Rodriguez Annex.

Respectfully submitted,

Jane Ellen Innes, Secretary to the Board

Jefferson County Library District