



BOARD OF DIRECTORS MEETING
Tuesday, January 14, 2025 @ 4:30 pm
241 SE 7th St, Madras, OR 97741

Minutes

Board Members Present: Susan Stovall, Tiffany Turo, Tess Ballard, Stephen Hillis, Karen Esvelt

Staff Present: Jane Ellen Innes, Laura Jones, Kristin Peterson

Visitors Present: Jan Forrester (JCLA treasurer)

1. **Call to Order** – Chairperson Susan Stovall called the meeting to order at 4:33 pm.
2. **Acceptance of Agenda and Establishment of a Quorum** - A quorum was established. Tiffany moved and Tess seconded to accept the agenda with flexibility. Motion carried. The board added 8b to the agenda - Appoint budget committee and budget officer.
3. **Public Comment** - None
4. **Presentations** - None
5. **Review/Approval of Minutes** – December 17, 2024 Board Meeting. The board reviewed the minutes and there were no changes. The minutes stand approved.
6. **Finance Report** - Monthly financials as of December 31, 2024. Jane answered questions from board members about specific line items. We are on track budget-wise half way through the fiscal year. Jane will propose a supplemental budget to accurately reflect our expenditures and extra grant income received after July 1, 2024. Stephen moved and Karen seconded to accept the monthly financials as presented. Motion carried.
7. **Old Business**
 - a. Building Expansion Project Update - Jan Forrester gave an update on JCLA’s involvement in fundraising for the expansion project. JCLA will hold a meeting Jan 15.
 - i. Resolution for Construction Bond - Set aside until February board meeting. Jane is waiting for information from SDAO regarding estimates for bond rates.
 - ii. Grow Our Library - The new PAC for the construction bond is called Grow Our Library. Jane will check to see whether PAC meeting agendas can be posted on the library website. The next Grow Our Library meeting is Jan 21.
 - b. Status of 234 SE 7th St. – Jane updated the board on the latest insurance information from SDAO regarding the fire at 234 SE 7th St. The policy is an actual cash value policy, so we will receive a check for the building value minus depreciation. Jane will have options for the board to consider as soon as quotes are estimated for tear-down, repair, and/or rebuild.
- 8.

9. New Business

- a. Policy Monitoring. The board discussed and determined that they are in compliance with all the following policies:
 - i. Executive Limitations: Asset protection; Financial Condition and Activities; Financial Planning and Budgeting
 - ii. Board Governance: Governance Quality and Costs. Susan suggested the board ask Margo Helphand, an independent consultant, to give refresher training on board governance. We could invite other boards in the area to participate in the training.
- b. Appoint budget committee and budget officer for Fiscal Year 2025-2026 - Jane presented a slate of potential budget committee members and the budget timeline. The document is attached to these minutes. Tiffany moved and Karen seconded to appoint the budget committee as presented. Motion carried. Stephen moved and Karen seconded to appoint Jane Ellen Innes as the budget officer. Motion carried. Tess moved and Stephen seconded to approve the budget calendar as presented. Motion carried. Jane will be attending annual refresher budget training.

10. **Library Activities Report and Update** - Laura talked about library traffic since we opened on Fridays. We do have considerable usage of the library on Fridays, particularly after school is dismissed. Laura also discussed programming issues. Jane discussed take-aways from the HURD task force meeting. Kristin provided an update on the expenses charged to the JCLA Supplemental grant. The board requested information from Star regarding potential EverLibrary training for the construction bond campaign.

11. Ending Remarks

12. **Adjourn** - Susan adjourned the meeting at 5:48 pm.

Respectfully Submitted

Kristin M. Peterson

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board



Budget Calendar
2025-2026

Done	Activity	Date(s)	Responsible party
	Appoint budget officer and budget committee	January 14, 2025	Board
	Approve budget timeline	Jan 14 or Feb 11	Board
	Prepare Budget	February 1– April 30	Management Team
	Add budget committee meetings and hearings to May events calendar	April 15	PR Team
	Publish (<i>newspaper</i>) 1 st and 2 nd notices of the budget committee meeting 10-30 days before the meeting or post <i>online</i> at least 10 days before the meeting	April 23	Director
	Review proposed budget	Apr 29 – May 2	Accountant
	Budget information to committee	May 7	Director
	Budget Committee Meeting	May 15	Committee
	Second budget committee meeting if needed	May 22	Committee
	Publish LB-1 in newspaper	June 4	Director
	Hold budget hearing	June 10	Board
	Board meeting to enact resolutions to adopt the budget, make appropriations, impose, and categorize taxes	June 10	Board
	Submit tax certification to Jefferson County and Wasco County assessors	July 15	Director
	Submit copy of complete budget document to Jefferson and Wasco County clerks	By September 30	Director

Budget Committee
2025-2026

Name	Telephone	e-Mail	Term Ends	
Joan Starkel	(541) 408-3577	bjmstarkeel@gmail.com	June 30, 2024	Community
Vanessa Nilles	(541) 788-8450	vanessa@coveelectric.net	June 30, 2024	Community
Courtney Snead	(541) 419-9617	bbi.snead@gmail.com	June 30, 2025	Community
Debbie Taylor	(541) 408-1308	debbie@edcoinfo.com	June 30, 2025	Community
Colleen Fletcher	(541) 815-0684	colleen.sully.fletch@gmail.com	June 30, 2026	Community
Tess Ballard		tballard@jclld.org	-	Board
Susan Stovall		sstovall@jclld.org	-	Board
Tiffany Turo		tturo@jclld.org	-	Board
Karen Esvelt		kesvelt@jclld.org	-	Board
Stephen Hillis		shillis@jclld.org	-	Board
Jane Ellen Innes		jane@jclld.org	-	Budget Officer
Mick Knoebel				Accountant
Jan Forrester				JCLA
Laura Jones Kristin Peterson				Library Staff