



**Board of Directors Meeting  
Tuesday, January 10, 2023 @ 3:00 pm  
241 SE 7<sup>th</sup> Street, Madras, OR 97741**

**MINUTES**

**Attending**

Board Present: Susan Stovall, Tiffany Turo, Karen Esvelt

Board Absent: Stephen Hillis

Staff Present: Jane Ellen Innes, Adriana Arizmendi, Gabrielle Beebe, Laura Jones

**1. Call to Order**

Susan Stovall called the meeting to order at 3:04 pm.

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

**Karen Esvelt moved**, and Tiffany Turo seconded to approve the agenda with flexibility. **The motion passed unanimously.**

**3. Public Comment**

None.

**4. Review/Approval of Minutes (Action Item)**

Minutes for the November 8, December 13, and December 28, 2022, meetings were reviewed and accepted as corrected.

**5. Finance Report – Financial Statements ending December 31, 2021 (Jane)**

Innes provided updated Jefferson County and Wasco County tax income and explained several other variances. **Turo moved**, and Esvelt seconded to approve the financial statements ending December 13, 2021, as presented. **The motion passed unanimously.**

**6. Staff Report – Laura Jones/Adriana Arizmendi Guadalajara International Book Fair**

**7. Unfinished Business**

**A. Operating Policies (Action Item)**

Changes identified by Board members during the December 13 meeting were incorporated into the final revised version of the Operating Policies. **Turo moved, and Esvelt seconded** to adopt the Operating Policies as revised. **The motion carried unanimously.**

**B. Owners' Representative Update (Gabby)**

Beebe reported on additional questions received and reminded everyone that the deadline for receiving responses to the Owner's Representative RFQ is Monday, January 16, 2023.

**C. Final Audit Report – made available to Board members in Teams.**

**8. New Business**

- A. Governance Policy Review  
Board members agreed they complied with the following Governance Policies:
1. Governance – Governance Quality and Costs
  2. Executive Limitations – Asset Protection
  3. Executive Limitations – Financial Condition and Activities

- B. Missing and lost material  
Members received and discussed the missing and lost materials report.

- C. Appoint Budget Officer and Budget Committee

**Turo moved**, and Esvelt seconded to appoint Jane Ellen Innes as the 2023-2023 Budget Officer and to appoint Debbie Taylor and Courtney Snead to three-year appointments (2023- 2026) on the Jefferson County Library District Budget Committee. **The motion passed unanimously.**

2023-2024 Budget Committee

Term ending June 30, 2024 – Colleen Fletcher

Term ending June 30, 2025 – Joan Starkel and Vanessa Niles

Term ending June 30, 2026 – Courtney Snead and Debbie Taylor

- D. Personnel Policies (35 pages)

Members offered clarifications and suggestions for the District's Personnel Policies. Innes will update the Personnel Policies and present a revised draft for review and vote at the February meeting. Comments included: Include Oregon Paid Leave language, add consistent language to explain the director's responsibilities versus the District, and update the Inclement Weather Policy.

- E. Annual Conflict of Interest Form

Board members completed the annual conflict of interest form.

- F. SDAO Annual Meeting – February 10-12, 2022, in Sunriver.  
Preconference February 9. <https://www.sdao.com/annual-conference>. Stovall, Turo, and Esvelt are attending.

## 9. Reports

- A. Team – Distributed
- B. Facilities – No report in addition to Team Report.
- C. Grants
- The American Rescue Plan Act Grant ended on December 31, 2022. Final reimbursement claims and final report are due Friday, January 13, 2023.
  - Go Kids – 2022-2023 is Year 2 of this grant focused on early childhood literacy.

- STEAM grant. This grant will provide afterschool STEAM activities at the Warm Springs K-8 Academy, remote STEAM activities at Big Muddy, Camp Sherman, and Ashwood, and at the Library. The Library will host STEAM events once a month in the Library for both children and families.
- Middle School Activities – JCLD reapplied at the grantor's request. OCF reached out and asked us to reapply. This 2-year matching grant aims to enhance afterschool programming for middle school students through a partnership between the Jefferson County Library District (JCLD) and the Jefferson County Community Learning Center (JCCLC). The LibraryLibrary will dedicate a staff member focused on out-of-school programming within the JCCLC program
- Ready to Ready funds for 2023 = \$8400

Programs to support summer reading programs, and community outreach.

. Jane will add a grant report section to the budget packet.

**10. Upcoming Events** – see the monthly calendar distributed at the December 28 meeting.

**11. Board Evaluation** - Did the meeting today move towards the goals for the JCLD board?

Good discussion. Policy clarification. Productive meeting.

**12. Adjourn**

With no further business before the board, the meeting adjourned at 5:15 pm.

Respectfully submitted,



Jane Ellen Innes

Secretary to the Board