



Board of Directors Meeting
Tuesday, May 21, 2024 @ 4:30 p.m.
241 SE 7th Street, Madras, OR 97741

MINUTES

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

Staff Members Present: Jane Ellen Innes, Laura Jones, Gabrielle Beebe, Kristin Peterson

1. **Call to Order.** Chairperson Susan Stovall called the meeting to order at 4:31 pm.
2. **Acceptance of Agenda and Establishment of a Quorum.** Stephen Hillis moved, Karen Esvelt seconded to accept the agenda with flexibility. Motion carried. Stovall added discussion of Resolution 23-07 to the agenda. A quorum was established.
3. **Public Comment.** None
4. **Presentations from Outside Groups.** None
5. **Review/Approval of Minutes** - Regular Meeting April 9, 2024. There were no changes, so the minutes stand approved as presented.
6. **Finance Report** – Financial Statement ending April 30, 2024.
 - a. Jane Innes gave the updated financial report. There were no questions.
 - b. Hillis read the following Resolution: BE IT RESOLVED that the Jefferson County Library District Board of Directors resolves to accept grant funds of \$47,025.00 from the STATE LIBRARY OF OREGON through the LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PROGRAM. These funds will be used exclusively for the project identified in the approved application. Hillis moved, Esvelt seconded to accept Resolution 23-07. Motion passed unanimously
7. **Unfinished Business**
 - a. Building Project update.
 - 1) Innes talked about next steps in the expansion project, specifically funding for the project. We will be looking at several funding sources: grants, loans, donations, construction bond, and Federal and State matching funds. The District needs to get its own SAM account and UEI number to apply for state/federal funds. We will need to develop a marketing plan.
 - 2) The Board reviewed the revised concept design from Hacker Architects. They would like more accurate renderings of the inside of the building without the exposed rafters. Hillis moved, Tiffany Turo seconded to accept floor plan from the revised concept design. Motion passed unanimously.
 - b. eBook transition update. June 3 is the deadline to stop accessing Libby through Deschutes Public Library. We have a social media countdown to the deadline and advertising in the Pioneer.
8. **New Business**

- a. Policy Monitoring - Executive Limitations: Treatment of Staff. The Board is in agreement that they are in compliance with the policy.
- b. SDIS HSA increase. The deductible for the HSA increased from \$3000 to \$3200. Turo moved, Hillis seconded to increase funding for the HSA deductible for health care eligible employees who elect to take health care to \$3200. Motion carried unanimously.
- c. Library Director Contract Review/Renewal/Negotiation. The Board and Director will draft a contract extension prior to the June 11 Board meeting. Innes received her annual evaluation for review. The evaluation and contract will be discussed in Executive Session at the June 11 Board meeting.

9. Reports

- a. Public Operations. Laura Jones discussed programming for the last month.
- b. Technical Operations. Gabrielle Beebe answered questions regarding the facilities and security.
- c. Admin/Finance/Public Relations/Community Outreach. Innes talked about community engagements and upcoming events. Kristin Peterson summarized the expansion project expenses.

10. Upcoming Events - see the team report for complete list

May 16, 7:00 pm - Talk-About (Grow Your Small Business)

June 11, 4:30 pm – Budget Committee Meeting

June 11, 4:45 pm - JCLD Board meeting

11. Ending Remarks. Stovall queried the group: What was the highlight of the meeting and what worked well for you today? Highlights included starting to look at fundraising and marketing plans for expansion. The Board enjoys the free-flowing discussion – the back and forth interaction with questions being answered works well. Reviewing the monthly report is a highlight for most of the group. Another highlight today was the resolution to accept grant funds.

12. Adjourn. Stovall adjourned the meeting at 5:39 pm.

Respectfully Submitted,

Kristin M. Peterson

Kristin Peterson
JCLD Administrative Assistant and Acting Secretary to the Board