



BOARD OF DIRECTORS MEETING
Tuesday, November 12, 2024 @ 4:30 pm
241 SE 7th St, Madras, OR 97741

Minutes

Board Members Attending: Tiffany Turo, Stephen Hillis, Karen Esvelt, Tess Ballard

Staff Attending: Jane Innes, Laura Jones, Star Todd, Kristin Peterson

- 1. Call To Order** – Vice Chairperson Tiffany Turo called the meeting to order at 4:30pm
- 2. Acceptance of Agenda and Establishment of a Quorum** - A quorum was established with 4 of 5 members attending. Stephen Hillis moved, Tess Ballard seconded to accept the agenda with flexibility. Motion passed unanimously.
- 3. Public Comment** - None
- 4. Presentations** – Star Todd, Outreach Coordinator, gave a presentation about 2024 summer outreach events. She also talked about take-aways from the Association of Bookmobiles and Outreach Services conference she attended in October. Star gave a short update on the new Discover & Go pass through Libraries of Eastern Oregon.
- 5. Review/Approval of Minutes** – October 8, 2024 Board Meeting – There were no corrections to the minutes. The minutes stand approved.
- 6. Finance Report**
 - a. Resolution to accept Grant funds from the Roundhouse Foundation - The Jefferson County Library District Board of Directors resolves to accept grant funds of \$10,000.00 from THE ROUNDHOUSE FOUNDATION. These funds will be used exclusively for projects identified in the approved application. Stephen moved, Karen Esvelt seconded to adopt the resolution. Motion passed unanimously.
 - b. Monthly financials as of September 30, 2024 and October 31, 2024. Karen moved, Tess seconded to accept the September and October monthly financial reports as presented. Motion passed unanimously.
- 7. Old Business**
 - a. Holiday Schedule – Jane Innes said that the library holiday schedule will not change.
 - i. Thanksgiving: The library will close at 2:00pm on Nov 27, close on Nov 28 and 29, and reopen on Nov 30.
 - ii. Christmas: The library will close at 2:00pm on Dec 24, close on Dec 25, and reopen on Dec 26.
 - iii. New Year: The library will close at 2:00pm on Dec 31, close on Jan 1, and reopen on Jan 2, 2025.

- b. Results Monitoring Policy – Jane presented an updated Results Monitoring Policy. The Youth Programs policy was eliminated because it was redundant. Stephen moved, Tess seconded to update the Purpose, Results, and Priorities policy as presented. Motion passed unanimously. The approved Policy is attached to this document.

8. New Business

- a. Policy Monitoring – the Board agreed they are in compliance with the following policies, and no changes in the policies were made:
 - i. Board-Library Director Linkage: Unity of Control
 - ii. Executive Limitations: Emergency Library Director Succession
 - iii. Board Governance: Board Members’ Code of Conduct
- b. Policy Overview: Personnel Policies Safety and Accidents. Jane presented the proposed changes to the Safety and Accidents Policy that were recommended by the Safety Committee. Karen moved, Stephen seconded to accept the proposed changes to the Safety and Accidents policy. Motion passed unanimously. The approved Policy is attached to this document.

9. Library Activities Report and Update – Innes presented the activities report. The Board discussed Urban Renewal Districts, status of the expansion project, staff personnel changes, and take-aways from conferences Jane attended.

10. Ending Remarks - Tiffany would like to add a bond action plan to the agenda for next month. Include PAC information, grant opportunities, and marketing plan.

11. Adjourn - Tiffany adjourned the meeting at 5:53pm.

Respectfully submitted,

Kristin M. Peterson

Kristin Peterson
JCLD Executive Assistant and Acting Secretary to the Board

Jefferson County Library District

Purpose, Results, and Priorities

Approved November 12, 2024

2024-2025

Jefferson County Library District residents freely and openly access ideas and information to lead lives enriched by literature, cultural resources, and life-long learning consistent with the wise application of the funds and resources of the district. Each Result consists of three parts:

- A description of the desired change, difference, benefit, or outcome
- The identity, description, or characteristic of the patron who benefits from the change
- The monetary expense, relative worth, or relative priority of the benefit.

1. **Programs and Resources.** Our library is an excellent resource for all residents, offering an enriching and supportive environment for reading, research, and personal growth, with access to the latest technology and resources to help everyone succeed.
2. **Literacy.** Our library will include literacy activities in programming.
3. **Partnerships.** The library will work to develop collaborative partnerships with relevant organizations to advance the mission of the District.
4. **Marketing and Public Relations.** To enable the library to achieve its marketing strategy, it will develop and execute a coherent marketing plan that includes but is not limited to partnering with other organizations and businesses.
5. **Building and Improvement.** The library is committed to removing barriers and renovating the building to serve District residents' needs better. We will expand the library's functions through partnerships, advice, and funding while promoting sustainability and community strength.

Reviewed: November 12, 2024

Revised: July 11, 2023

Jefferson County Library District Personnel Policies

SAFETY and ACCIDENTS

Revised November 12, 2024

The District is committed to a safe workplace. Nothing is of greater concern to the District than the safety of its employees and the public. Every employee is responsible for safety as a specific job assignment. Everyone must always be aware of safety to achieve the District goal of providing a safe workplace. The District makes every effort to remedy safety problems as quickly as possible.

Employees must:

1. Use common sense and good judgment in work habits
2. Follow safe work practices
3. Bring any unsafe condition to the attention of the Safety Committee and fill out incident reports as needed
4. Use the provided safety equipment
5. Supervisors are expected to make the Director aware of reported safety issues as soon as possible.

The District shall have a Safety Committee consisting of appointed staff members. This Committee shall:

1. Review any incident reports or staff-reported safety concerns and implement appropriate corrective measures
2. Conduct an annual safety survey, seeking employee input regarding any safety concerns
3. Plan for staff training needs. The Safety Committee will annually coordinate at least one safety training session for staff. The Committee can schedule additional training as necessary.
4. Provide a copy of safety policies and procedures to all staff

5. The Director will submit Incident reports to the Board during the monthly board report and make them available for employees to review.

UNSAFE CONDITIONS

After identifying any unsafe condition, employees at the scene will call for assistance and notify the Safety Committee or the Director as soon as possible.

The appropriate response to a situation will vary with each incident. Below are possible approaches. The employee should pick an approach likely to reduce the danger without exposing anyone to the risk of injury.

- Safely eliminate the hazard where possible, using personal protective equipment (such as latex gloves) and obtaining assistance from staff or authorities as necessary.
- Safely control the hazard by sealing the area, posting a warning, or guarding the site as needed.
- Employ avoidance procedures by disengaging from the situation or getting away from the hazard and alerting others to get away. Avoidance includes evacuating part or all of the building as necessary.

REPORTING ACCIDENTS AND INCIDENTS

Staff members involved in accidents in the District must report it to a supervisor, and an incident report filled out, in detail, as soon after the occurrence as possible. All incident reports are forwarded to the Director and shared with staff at the discretion of the Director.

1. **Vehicular Accidents.** Accidents involving either (a) a District-owned vehicle or (b) a personal vehicle operated on District business, the staff member must report the incident to a supervisor and promptly file an incident report.
2. **Personal Injury Report.** In an accident involving personal injury to an employee, volunteer, visitor, or patron, the staff member will notify his/her supervisor as soon as possible, regardless of the seriousness and an incident report filed.
3. **Other Accidents, Incidents, and Safety Concerns.** In an accident involving damage to equipment or property and incidents that could have resulted in injury or property damage, the staff member will notify his/her supervisor as soon as possible, regardless of the seriousness and an incident report filed. The Director will determine the need for further investigation.
4. **Injured workers** may fill out a Workers' Compensation Report form and are encouraged to submit it as soon as possible to the Director. All injuries must be reported promptly to avoid the risk of claim denial. The Director will advise and assist any person filling out the form.

VIOLENCE IN THE WORKPLACE

The District will not tolerate violence in the workplace, which covers any building or outside area leased or used in District business or off-duty conduct related to a coworker. This policy is in addition to the harassment policy.

The District is committed to maintaining an environment clear of all forms of violence, including verbal or physical threats and intimidation. Employees are expected to report all threats and violence, physical or verbal, to a supervisor and fill out an incident report.

The District has a zero-tolerance policy in this area. Such acts will not be permitted to occur. Examples of unacceptable behavior include verbal or physical harassment, such as angry outbursts or threats to others that cause them to feel unsafe and intimidated; any menacing behavior; any actual aggressive or angry touching of a co-worker; verbal confrontations, name-calling, profanity directed against anyone personally, explosions of anger, and any other actions that cause others to feel unsafe, harassed, or threatened. Behavior outside of work, such as off-the-job harassment, threats, unwelcome advances, or stalking of a co-worker, causes workplace consequences; and any other conduct that causes a tense and stressful workplace filled with interpersonal conflict is included.

For purposes of this policy, violent behavior is defined as:

- The actual or implied threat of harm to an individual, group of individuals, or associates of those individuals;
- The possession on District property of weapons of any kind, unless specifically authorized by District; management, or the brandishing of any object that could reasonably be construed as a weapon. Weapons include, but are not limited to, guns, knives, explosives, tear gas, and mace. District property includes parking lots;

- Loud, angry, or disruptive behavior. Such outbursts are not an acceptable part of the District's work environment;
- Negligent or intentional disregard for the physical safety or well-being of others;
- Willful destruction of District or another employee's property;
- Commission of any violent crime on District property;
- Any conduct that a reasonable person would perceive as constituting actual or threatened violence;

Managing a Potentially Violent Situation

Employees are expected to treat all patrons courteously and to be able to handle problems effectively and within reason.

1. Employees are not expected to endure verbal abuse, threats, or violence.
2. Any employee or volunteer witnessing violence or who believes the threat of violence is present should immediately get away from the situation, notify a supervisor, and call the police.
3. The employee should safely observe the situation to better report on the incident, but avoid directly becoming involved in the situation. A supervisor should be made aware of a situation as soon as possible and an incident report filed by all parties involved. The supervisor should make the Director aware as soon as possible if the Director is not yet aware.

Reporting and Investigation

Incident reports will be reviewed by the Director. The Director will determine the extent of an investigation and sharing of incidents.

To the extent practicable, investigations and resolutions shall be conducted using the same procedures in the Internal and External Complaint Procedures under the Harassment Policy.

In cases where the perpetrator is not a District employee, or in any other case the District deems advisable, the District may request law enforcement personnel conduct the investigation.