



**BOARD OF DIRECTORS MEETING**  
**Tuesday, December 17, 2024 @ 4:30 pm**  
**241 SE 7<sup>th</sup> St, Madras, OR 97741**

## **Minutes**

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

Staff present: Jane Innes, Laura Jones, Kristin Peterson

Guests: Jan Forrester (JCLA vice chair), Mick Knobel (JCLD accountant), Heather McMeekin and Nicole Olson (Price/Fronk + kdp)

1. **Call to Order.** Chairperson Susan Stovall called meeting to order at 4:32 pm.
2. **Acceptance of Agenda and Establishment of a Quorum.** Stephen Hillis moved and Karen Esvelt seconded to accept the agenda with flexibility. Motion carried unanimously.
3. **Public Comment.** None
4. **Presentations** – Heather McMeekin from Price/Fronk + kdp presented the final draft audit report for FY 2023-2024. The report was very positive. There was only one error, and that was the publishing of the Notice for Budget Hearing. The error was corrected for FY 2024-2025. Heather explained 2 corrections that will appear in the final copy and the Board agreed to them. Tiffany Turo moved to approve the FY23-24 audit report pending corrections and Mick’s approval. Tess Ballard seconded the motion. Motion carried unanimously.
5. **Review/Approval of Minutes** – November 12, 2024 Board Meeting. There were no changes or corrections to the minutes. Stephen moved and Karen seconded to approve the minutes. Motion carried unanimously.
6. **Finance Report**
  - a. Resolution to accept Grant funds from the Oregon Community Foundation. Jane explained that the grant money would be used to upgrade our catalog interface. Stephen moved and Tess seconded to accept grant funds of \$14,562 from the Oregon Community Foundation as a Fall 2024 Community Grant. The funds will be used exclusively for the projects identified in the approved application. Motion carried unanimously.
  - b. Monthly financials as of November 30, 2024. Mick Knobel presented the financial report and had no concerns. Karen moved and Tiffany seconded to accept the financial report as presented. Motion carried unanimously.
7. **Old Business.** None
8. **New Business**
  - a. Policy Monitoring. The Board discussed and agreed they are in compliance with the following policies:
    - i. Executive Limitations: Communication and Support to the Board.

ii. Board Governance: Board Committee Principles

- b. Policy Overview: Personnel Policies – Holidays. There was a discrepancy between the number of holidays in the personnel policy and the list of the holidays. Staff receive 12 holidays per year, but only 10 were listed. Jane proposed a change to list Columbus Day and a personal floating holiday as staff holidays. Tiffany moved and Stephen seconded to approve the proposed changes to the holiday policy. Motion carried unanimously.
- c. Bond Action Plan. Jane updated the Board on the status of the bond plan. The Board is still planning to ask for a construction bond in the May 2025 election. Jane is waiting to hear back from SDAO for specific guidance. She is also actively pursuing capital grants to decrease the amount required for the bond. The Board discussed talking points for advocating for the bond. Jane and Jan Forrester from the JCLA will be meeting to start the process to form a PAC.

**9. Library Activities Report and Update.** Jane talked about the results of the book sale. Donations for the books raised \$800. Sold approx. ¼ of the books available, and Star Todd will be looking for other places we can sell or donate the remaining books.

**10. Ending Remarks.** Susan complimented Jane on the column she writes for the Pioneer. The articles do a great job of keeping the public informed about library events.

**11. Adjourn.** Susan adjourned the meeting at 6:06pm.

Respectfully submitted,

*Kristin M. Peterson*

Kristin Peterson

JCLD Executive Assistant and Acting Secretary to the Board