



**Board of Directors Meeting  
Tuesday, September 12, 2023 @ 4:15 p.m.  
241 SE 7<sup>th</sup> Street, Madras, OR 97741**

**MINUTES**

Board members present: Susan Stovall, Stephen Hillis, Tiffany Turo, Karen Esvelt, Tess Ballard  
Staff members present: Jane Ellen Innes, Laura Jones, Gabrielle Beebe, Kristin Peterson, Star Todd

1. **Call to Order** - Meeting was called to order by Chairperson Susan Stovall at 4:17 pm.
2. **Acceptance of Agenda and Establishment of a quorum** - Tiffany Turo moved and Stephen Hillis seconded to accept the agenda with flexibility. Motion carried. Quorum was established.
3. **Public Comment** - No public comment.
4. **Presentations from Outside Groups** – Star Todd discussed the teen collection and checkout statistics, Teen Services programming in the past year, and the focus for 2023-2024. She answered questions from the board.
5. **Review/Approval of Minutes** (Action Item) - Regular Meeting – July 11, 2023. Turo moved, Karen Esvelt seconded, to approve the minutes from the July 11 meeting. Motion carried. The minutes stand as approved.
6. **Finance Report** – Financial report ending August 31, 2023. Jane Innes discussed the outliers on the financial report. Hillis moved, Turo seconded, to approve the financial report. Motion carried.
7. **Unfinished Business**
  - a. Status of 248 SE 7<sup>th</sup> St. Gabrielle Beebe provided an update of the rental contract and maintenance status of the building.
8. **New Business**
  - a. Policy Monitoring
    - i. Board-Library Director Linkage: Accountability of the Library Director, Global Board-Library Director Linkage. The board agreed it is in compliance with both these policies.
    - ii. Executive Limitations: Global Executive Constraint. The board agreed it is in compliance.
    - iii. Board Governance: Board Job Description. The board agreed it is in compliance with the policy and members are doing a good job following the job descriptions.
  - b. Policy Overview: Purchasing Policies. Innes presented the revised purchasing policy for a first read-through. The board has the opportunity to review, and Innes will present the policy for approval next month.

- c. Film Committee. At the next board meeting, the board will discuss and decide how to disperse the remaining funds in the film committee checking account. Hillis moved, Turo seconded, that the board disband the film committee as a subcommittee of the board. Motion carried.
- d. Resolution 23-02: Accept the OCF Latino Partnership Grant of \$7000. Hillis moved, Turo seconded, the following resolution:

BE IT RESOLVED that the Jefferson County Library District Board of Directors resolves to accept grant funds of \$7,000.00 from the Oregon Community Fund Latino Partnership Grant. These funds will be used exclusively for this project, as the approved application identifies.

Motion carried.
- e. Changes in Library Workflow processes. Laura Jones presented the new project process and showed an example of the Children’s Storytime program worksheet. The board was excited about the process and the potential to measure outcomes for the results policy.

**9. Reports**

- a. Management. Jones discussed the circulation statistics for last fiscal year.
- b. Facilities. Beebe answered questions about the architect bids for the new building.
- c. Grants

**10. Upcoming Events** – see Department Report in Teams. Next month’s meeting is scheduled for October 10 at 4:15 pm.

**11. Board evaluation** – Any comments about the meeting? The teen program presentation was very valuable, prompting many questions from board members. The board will most likely limit the length of future presentations.

**12. Adjourn** – Stovall adjourned the meeting at 6:29 pm.

Respectfully Submitted,

Kristin Peterson

JCLD Administrative Assistant and acting secretary to the board