

# MINUTES

Jefferson County Library District Board Meeting  
Madras-JC Chamber of Commerce  
February 15, 2022



**Present:** Karen Esvelt, Stephen Hillis, Susan Stovall, Tiffany Turo, Guy Chittenden (3:25 pm)  
**Staff:** Jane Ellen Innes, Laura Jones

**I. Call to Order**

Karen Esvelt called the meeting to order at 3:05 pm.

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

A quorum was present. Susan Stovall moved; Stephen Hillis seconded to approve the agenda as presented with flexibility. Motion passed unanimously.

**III. Public Comment**

None.

**IV. Review/Approval of Minutes**

Stovall moved; Tiffany Turo seconded that the minutes of the January 11, 2022 Board Meeting be accepted as presented. Motion passed unanimously.

Hillis moved; Stovall seconded that the minutes of the January 25, 2022, Work Session be accepted as presented. Motion passed unanimously.

**V. Financial Report for the period ending January 31, 2021**

Jane will check with the accountant about the Film Committee expenses assigned to the library's operating budget.

**VI. New Business**

*A. Policy Review*

The Board reviewed the following policies and agreed it complies with them: (1) Board Governance: Board Operations, (2) Ex Limitations Policy: Compensation and Benefits, (3) Linkage Policy: Delegation to the Library Director. The Board also agreed that it complies with the Results Monitoring Policy.

*B. SDAO Best Practices Program for 2022*

Jane explained that each year SDAO focuses on one element of library management. In 2021, the focus was on cybersecurity. To earn the maximum liability insurance discount, organizations can complete tasks or programs. For example, the library earns a 2% discount as members of the Oregon Library Association. The focus of the 2022 best practices is Board education. Jane reviewed the activities where the library could earn discounts. Several of the activities require board participation. All present reviewed the requirements and agreed to discuss them in more detail at a future meeting. The deadline for completing activities is November 2022.

C. *Revised Personnel Policies – first review*

Jane presented the updated Personnel Policies for later review. The Board reviewed the first draft of the Dress Code Policy offered comments to incorporate into the final draft. She will send out a revised draft of the policies and include the required Anti-Harassment policy previously approved and the new Dress Code policy.

**VII. Reports**

1. Teams – report will be distributed later.
2. Grants – Laura is in the process of reconciling the OCF K-12 grant expenses and compiling receipts and invoices for ARPA grant reimbursement. The library is submitting a 2022 OCF Community Grant request.
3. Property – The appraisal for 21 D Street will be forwarded to the Realtor. Jane will check with the appropriate resource person to find out if there are any bidding requirements.
4. SDAO Conference – Karen and Jane reported on their sessions at the SDAO annual meeting.

**VIII. Director Evaluation**

At 4:40 pm, Stovall moved; Hillis seconded that per ORS 192.660(2)(i) - the Board entered into Executive Session to consider the director's employment. Motion passed unanimously. The Board returned to regular session at 4:46; the Board took no action.

**IX. Adjournment**

With no further business before the Board, Hillis moved, Stovall seconded, to adjourn at 4:56 pm. Motion passed unanimously.

The next meeting of the Board is Tuesday, February 22.

Respectfully submitted



Jane Ellen Innes  
Secretary to the Board