



District Board Meeting
Tuesday, November 9, 2021

MINUTES

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

Staff Present: Jane Ellen Innes, Laura Jones

I. Call to Order

Chairperson Karen Esvelt called the meeting to order at 3:33.

II. Acceptance of Agenda and Establishment of a quorum

A quorum was present. Susan Stovall moved to accept the agenda with flexibility. Stephen Hillis seconded. The motion was approved unanimously.

III. Appointment of New Board Member – Tiffany Turo

Hillis moved, Stovall seconded, to appoint Tiffany Turo to fill the Board position vacated by Royce Embanks' resignation. Approved unanimously.

Innes will complete the Notice of Appointment, signed by Esvelt and Turo, and forward it to the County Clerk. Turo will take the Oath of Office before the December Board meeting.

IV. Public Comment

None

V. Review/Approval Minutes

Guy Chittenden moved, Stovall seconded, to accept the minutes of the October 12, 2021 Board meeting as corrected. Approved by four, Hillis abstained.

VI. Finance Report for the period ending October 31, 2021

Trustees reviewed the financial statements for the period ending October 31, 2021. Hillis moved, Turo seconded, to accept the October financials as presented. Motion passed unanimously.

VII. Old Business

A. WIFI Hotspot Lending Policy 2nd review

Innes presented the WIFI Hotspot Lending Policy for a second review. The lending period for the hotspots was set at 21 days to align with loans for other materials. Stovall moved, Hillis seconded, to accept Policy #18 - WIFI Hotspot Lending Policy as presented in the second reading. Hillis. Motion passed unanimously.

VIII. New Business

A. *Strategic Plan/Consultant*

Laura Jones reviewed the research presented at the September Board meeting. After discussion, Stovall moved, Hillis seconded, that the Board interview Penny Hummel, Library Consultant, to potentially assist in strategic planning or facilities planning. Motion passed unanimously. Jane Ellen Innes will schedule a meeting for the November 23, 2021 Board work session.

B. *Architect – Process and Timeline*

Staff presented a list of architects and websites for investigation. All present determined that the strategic planner will guide an architect's selection. The Board intends to hire a strategic planner by the end of the calendar year.

C. *City of Culver T-Mobile grant*

Innes presented an overview of the City of Culver's T-Mobile grant. Innes and Gretchen Schlie are coordinating with the Culver City Manager on the grant narrative and budget. The goal is two-fold: (1) to upgrade the City's technology, and (2) to provide improved library services to Culver residents. The Library proposes adding a library pick-up locker in Culver to achieve improved library services. By adding the vault and bookmobile for Culver residents, the JCLD can increase services and make materials pick-up available without the need to come to the Library in Madras.

D. *Policy Review*

The Board reviewed (1) Board Governance: Board Members' Code of Conduct policy and (2) Linkage Policy: Unity of Control and agreed it complied with both.

The Board reviewed the Executive Limitations Policy: Emergency Library Director Succession. Hillis moved, Stovall seconded, to update this policy as highlighted in yellow below. Motion passed unanimously.

EMERGENCY LIBRARY DIRECTOR SUCCESSION

To protect the Board from the sudden loss of Library Director services, the Library Director will have at least one staff member familiar with the Board's and the Library Director's issues and processes.

Accordingly, the Director will not fail to prepare at least one staff member in general library operations with the ability to function as a temporary Director.

IX. Reports

A. *Director and Team.* The November Board packet included team reports.

ARSL Report. In October, Innes attended the Association of Rural or Small Libraries conference in Sparks, Nevada. She participated in a pre-conference workshop, *Library Space: A Planning Resource for Librarians* (<https://mbic.state.ma.us/programs-and-support/construction/libraryspace.php>) and found it relevant and helpful. In another

session on building communities related to the I am a Story Project, Innes connected with several other librarians who have completed a similar project and got additional shared resources. It was a small – 250 in-person attendees – conference that provided opportunities for collegial exchange; she made several new connections with other Oregon librarians. Other sessions included

Customer Service Matters; Being the Boss Burnout; Crisis Leadership: Moving from Reactive Survival to Proactive Planning; Facilitating Community Wellbeing; Statistics that tell a Story: How to make data-informed decisions; Everyday Advocacy; Get the Grant.

B. I am a Story

Schlie will create basic information about the I am a Story project in a business card-sized handout and distribute them to Board members.

Chittenden and Hillis volunteered to help with IAAS. Gretchen will follow-up with them.

C. Facilities. No report.

D. Grants

Laura reported that the Library has just been awarded a GO Kids Grant (\$15,500 each year for two years) for early literacy. Innes will prepare a Resolution accepting the grant for the December regular board meeting.

F. Property Update

Renters have vacated the property located at 234. Innes contracted with H&H to remove carpet, paint walls and floor, and other maintenance updates to make the property available for library use.

X. Other Business

None.

XI. Adjournment

With no further business before the Board, Hillis moved, Stovall seconded to adjourn the meeting at 5:12. Motion passed unanimously. The Board will meet next for a work session on the 4th Tuesday of November

Respectfully submitted,



Jane Ellen Innes
Secretary to the Board