

Chetco Community Public Library District Board of Directors  
Special Board Meeting Minutes  
Friday, February 9, 2018  
Library Annex, 402 Alder Street, Brookings, OR

Present: Peggy Goergen, Pat Piper, Judy Seyle, Stuart Watkins  
Absent: Craig Friar

**Call to Order** at 9:14 a.m. by Chair, S. Watkins

**Approval of Minutes**

Regular Board Meeting February 2, 2018

Motion by P. Goergen to approve Minutes as submitted. Second by P. Piper. Motion approved.

**Executive Session**

At 9:16 a.m. Chair, S. Watkins announced the Board would immediately convene into Executive Session as per ORS 192.640 & ORS 192.660 – 690, to consider personnel issues.

At 9:53 a.m. Chair, S. Watkins announced the Board had concluded the Executive Session and would immediately reconvene in open session of the Special Board Meeting.

**Board Actions following Executive Session**

Motion by P. Piper to approve an employee letter following signature by all Board members. Second by P. Goergen. Motion approved.

Motion by P. Goergen that the Board approve a letter to the Library Director acknowledging receipt of notice of retirement with signature by Board Chair. Second by P. Piper. Motion approved.

Motion by P. Goergen to approve an employee request for work hours to be compensated in vacation leave on February 19, 2018. Second by P. Piper. Motion approved.

**Rotary Grant**

S. Watkins and J. Seyle reviewed detailed information received from Jo Rieber with regard to funding the total cost of the CCLF courier van. Jeremy Skinner, Director, Curry Public Library, supplied percentages, based upon population served by each of the five Curry County libraries, that J. Seyle used to calculate the amount CCPLD should contribute to the \$2,500 matching fund needed. The CCPLD amount is \$1,553.00. As yet, it is unknown when actual payment will be required.

Motion by P. Goergen to approve \$1,553.00 payment from the FOL budget line item for matching funding of the CCLF courier van. Second by P. Piper. Motion approved.

Motion by P. Goergen to approve a letter of commitment of the \$1,553.00 and support for the Rotary Grant application to be signed by Chair S. Watkins. Second by P. Piper. Motion approved.

**Personnel Policies**

S. Watkins initiated a discussion of the vacation leave benefit section of the Personnel Policies revision. Using various resources, members prepared key points to be crafted into draft language for further review at the next meeting.

**Board Member Reports**

P. Goergen reported she has not received confirmation from Attorney Martha Rice with regard to attending the March 2<sup>nd</sup> Board meeting.

P. Goergen has emailed the 4 CCLF Directors to notify of her assignment as interim CCPLD designee until a Library Director has been hired.

**Adjournment**

Motion by J. Seyle to adjourn the meeting at 11:24 a.m. Second by P. Goergen. Motion approved.

**Next Special Board Meeting Friday, February 23, 2018 9 – 11 a.m. Library Annex**

**Next Regular Board Meeting Friday, March 2, 2018 9 – 11 a.m. Library Annex**