

Chetco Community Public Library District Board of Directors
Regular Board Meeting
Library Annex, 402 Alder St., Brookings
Friday, December 7, 2018: 9am – 11am

Present: Stuart Watkins, Judy Seyle, Pat Piper, Peggy Goergen, and Julie Retherford.

Call to Order 9:12am
Changes to the Agenda
Public Comment

I. Approve November Board Minutes

Judy Seyle move to approve November minutes. Pat Piper seconded. All in favor. Motion passed.

II. Budget FY 2019-2020. Judy Seyle presented 2019-20 Budget Preparation calendar. ORS requires notice for budget meetings. We have to do these with legal notices & take it to the paper & pay to put in the Legal Notices section. They will notarize and we need to keep it.

Pat Piper move to approve the 2019-20 Budget Preparation Calendar. Stuart Watkins second. All in favor. Motion passed.

III. Budget Committee. Reviewed Budget Committee roster. One member's term has expired, Chair Stuart Watkins will look into a possible replacement. Will readdress in January

IV. Financial Updates. Judy states she recognizes that the board may not have had adequate time to consider the board chair's recommendation of treasurer & invites the board to take time to think of it. And if anyone has concerns they will be entertained by the board.

Judy acknowledges Doreen Harrell goes above and beyond in her duties for us, specifically in regards to our annual audit. We will make a point to review her contract this next budget year for possible increase in compensation.

Judy passed around signature card for our CD with Umpqua bank. We need to remove Ron Velkes and Craig Friar, and add Judy as someone who can move funds. All signed the signature card.

Letter to auditor regarding our financial statements and representations. Signed by Stuart and will be send to Harwood et al Auditors.

We receive tax income in November. Update on investment fund.

V. Board Member Job Description: Judy wrote a description to aid with the potential search for a board member.

VI. Vacant Board position: Discussion of how to fill open spot. Think about potential board members and will re-discuss in January. Julie will have copies of relevant documents to provide to people who may be interested.

VII. Director 6-month Evaluation plan: Will have Executive Session on January 4th meeting to provide evaluation to Director. Comments due to board chair on December 7th. Julie will email out form to board members.

VIII. Video Security System: Only received 1 quote. Julie

IX. Proposed Benefits Policy changes

P. Georgen moved that while we are in transition on holiday closure policy we close Christmas Eve Day for 2018. Pat seconded. All in favor, motion passed.

- X. Library Director's Report
 - a. Strategic Plan Progress. J. Retherford
 - b. Facilities updates
 - c. Assistant Director search progress

XI. Board Member Reports:

- a. Pat Piper Safety Inspection Monday at 2pm with Erik.
- b. Peggy Goergen: Suggestion to consider a landscape refresh.

Adjournment: Pat Piper moved to adjourn at 11:04. Peggy seconded. All in favor. Motion passed.

Next Regular Board Meeting: Friday, January 4, 2018 at the Library Annex