Josephine Community Library District
Regular Board Meeting Minutes
Thursday, September 21, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, Beecher Ellison, Judy Williams, Laurel Samson, John Harelson
Members absent: None.
Staff present: JCLI Executive Director Kate Lasky, Interim Board Secretary Teresa Stover
Guests: Terri Harrington, Jim Harrington, Nancy Hitchcock

CALL TO ORDER. President Samson called the meeting to order at 5:15 pm.

STANDING ITEMS
Approval of agenda. President Samson announced that a letter to the board will be presented under Standing Items.

Approval of September 14 meeting minutes. The board reviewed the recent minutes.
Motion: Ms. Williams moved that the minutes to the September 14, 2017 board meeting be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

Public comment. There were no public comments.

Correspondence. Ms. Samson read a letter to the board from Josephine County Legal Counsel Wally Hicks dated 9/21/2017. For the transfer of trust funds, disposition of real property, and annexation into the district, the letter commits to a year-end deadline.

Ms. Lasky clarified that the Josephine County Board of Library Trustees must make the request for the transfer of trust funds, and they meet October 10. The request will be for the funds to be transferred from the county to Josephine County Library Foundation, or alternatively to JCLD. Mr. Harelson pointed out that if JCLD receives the funds, a special accounting fund for trusts must be set up.
Action: Ms. Lasky will assist the Board of Library Trustees with its request.

Mr. Ellison read a letter submitted to the Board of County Commissioners and to the library district board from Wolf Creek taxpayer Robert Tessen dated 9/21/2017. Mr. Tessen is requesting to opt out of the library taxing district. The board discussed the need to learn the process to opt out of the district.
Action: Ms. Samson will check with the district counsel about an appropriate reply to this and other such requests.
REPORTEs

Board Secretary’s Report. Ms. Stover summarized progress on the JCLI-JCLD Transition Work Plan. Highlights included the following.

- When Ms. Lasky starts employment with the district, JCLI’s new interim executive director will handle finance and HR matters that would be a conflict of interest for Ms. Lasky to handle, but Ms. Lasky will still oversee day-to-day operations of the library, which takes the majority of her time.
- The interim progress report to JCLI per the MOU is due September 30. The report will be available for review and approval at the September 28 board meeting.
- In process are the setup of payroll service through ADP and the setup of the local government investment pool (LGIP) account setup.
- The board was reminded to complete the strategic planning values homework. **Action:** Ms. Stover will re-send the values homework sheets to all. Board members will send their completed homework to Ms. Stover by 3 pm next Thursday, September 28. If they need pages scanned, they’ll let her know on Wednesday.

JCLI Executive Director’s transition report. Ms. Lasky summarized progress on the JCLI Transition Work Plan. Highlights included:

- One or two job descriptions will need to be approved at next week’s meeting so recruitment can begin.
- An IT Plan is under development and will be presented to the board in October.
- It’s been learned that the transfer of patron data from library to library is legal, therefore JCLI patron data may be transferred to the district. JCLI is cleaning up the data and removing unused records.
- The JCLI board decided to let JCLD have the option (and the PR opportunity) to forgive JCLI fees and fines. The board discussed the matter and came to the consensus they would like to do it. **Action:** Mr. Ellison will draft a resolution directing the library director to delete the fines and fees incurred by JCLI cardholders.
- As board media contact, Ms. Roberts was asked to write an update for the October volunteer newsletter about JCLD hiring staff, including the library director, next steps in the hiring process, how hiring helps maintain library culture. **Action:** Ms. Roberts will write the update by the deadline of September 28.
- Paying the bill to the County for the May election is added to the work plan.
- The donor authorization letter, distributed to the board, is being sent today to 3,000 addresses of library donors. The signed authorizations will be provided to the district, indicating that the donors agreed to share their information with the district. A similar letter will be sent to volunteers by October 15.
- For those on the Constant Contact email mailing list, a similar email will be sent, but the authorization will be an opt-out rather than an opt-in choice.
ACTION ITEMS

Library director job description. Ms. Samson said that the requested changes from the last board meeting were made to the job description.

*Motion:* Ms. Roberts moved that Resolution 2017-024 be adopted to accept the job description for library director. Mr. Harelson seconded. The motion passed unanimously.

Library director contract. Ms. Samson presented the employment contract, which is unchanged from the discussion at the previous board meeting. She also pointed out the offer letter which references the contract, the period of transition, and arrangements for time off with pay in the absence of policies so far. She said the resolution was reviewed and approved as to form by the district counsel Charles Bolen. Mr. Ellison stated that while he has every confidence in Ms. Lasky’s ability and qualifications for the position, he believes the board’s hiring process was faulty.

*Motion:* Mr. Harelson moved to accept Resolution 2017-020 in the matter of hiring the library director for JCLD as written, stating that Kate Lasky is to be hired as library director effective October 9, 2017, pursuant to the terms of the employment agreement. Ms. Williams seconded. Ms. Samson voted Yes. Mr. Ellison voted No. Ms. Williams voted Yes. Ms. Roberts voted Yes. Mr. Harelson voted Yes. The motion passed by majority vote.

Employee benefits proposal. Mr. Harelson presented the Employee Benefits Package Recommendation memo from the Benefits Task Force dated 9/20/2017. He and Ms. Williams reviewed the proposed benefits, including health insurance, retirement, leave, life and disability insurance, and the Section 125 pre-tax deduction plan. He stated that while more research must be done, this general outline of benefits allows Ms. Lasky to start employee recruitment.

The board discussed compensatory time, vacation accrual, unpaid time off, and health insurance options. HR policies will be brought to the board for adoption within the next two months. Ms. Lasky proposed that she bring a policy to the board for a first reading review, the board suggests changes, revisions are made, the policy is brought to the next board meeting for a second reading, and then the board votes.

*Decision:* The board agreed on the proposed process for policy adoption.

Mr. Harelson asked that the proposed benefits package be authorized, with the understanding that it will be superseded by a full HR policy within the next two months.

*Motion:* Ms. Roberts moved to accept Resolution 2017-025 to authorize the implementation of the benefits package recommendation. Mr. Ellison seconded. The motion passed with a unanimous vote.
IT’s Managed IT/Network contract. Ms. Lasky presented the issue about the IT’s Managed contract. District counsel had suggested changes to the contract regarding hardware liability, but it’s believed that IT’s Managed would not be amenable to the revised terms. However, Ms. Lasky requested that the board approve the original one-year contract as written and accept the risk. She said that IT’s Managed is among the best network service providers in the community; JCLI has worked with the same contract for years and the company has an excellent track record; the contract grandfathers a low monthly rate; IT’s Managed can assist with the transition; and the alternative would be to hire an IT Manager.

The board discussed risks and rewards of accepting the contract as is. One risk is that if the district asks for the contract changes, the grandfathered contract might be withdrawn. Another risk is that if JCLD takes action counter to attorney’s advice and something goes wrong, the action might not be defensible, and there might be insurance issues as well. The reward is a preferential contract and vendor that management favors.

**Action:** After Ms. Lasky starts as library director, she’ll consult with the district’s insurance carrier about the issue. Ms. Samson will discuss the matter with district counsel and learn more about their concerns. They’ll work together to meet with IT’s Managed and resolve the issue before December 31.

**COMMITTEE AND BOARD MEMBER REPORTS.**

The Transition Committee update, Annexation Communication Task Force report, and Josephine County Library Foundation liaison update were tabled until the next board meeting.

**ANNOUNCEMENTS**

**Date and agenda items for next regular meeting.**

The next regular meeting will be at 5:15 on Thursday, September 28. Agenda items will include the interim progress report to JCLI, finance policies, Transition Committee update, Annexation Communication Task Force report, and Josephine County Library Foundation liaison update. Because of the strategic planning workshop taking place the morning of October 5, there will be no regular board meeting that afternoon.

**Comments from board members.** There were no comments from board members.

**ADJOURNMENT**

The meeting adjourned at 6:48 pm.

Respectfully submitted,

_Teresa S. Stover_

Teresa Stover, Interim Board Secretary
Josephine Community Library District