Josephine Community Library District
Transition Committee Minutes
Monday, October 18, 2017 at 10:00 am
Main Reading Room, Grants Pass Branch Library

Members in attendance: Judy Williams, John Harelson, Donna Robinson, Kate Lasky, Teresa Stover
Members absent: Shad Shriver

CALL TO ORDER. The committee meeting started at 10:05 am.

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the October 2, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

TRANSITION COMMITTEE REPORT TO BOARDS. The committee discussed the multiple transition work plan reporting formats in use. The Transition Committee meeting minutes can be referenced in the Transition Committee report given by Ms. Williams and Mr. Harelson and can replace the Transition Committee summary memo and Transition Administrator’s report.
Action: Ms. Lasky and Ms. Stover will integrate their respective work plans.

STATUS OF DISTRICT TRANSITION TASKS. The committee reviewed the following tasks.
- Develop the staffing plan and hire staff.
  - Implement the staffing plan. Recruitment is under way for the Public Services Director, Business Manager, Cataloging Manager, and Collection Development Librarian. The first interview will take place the week of October 23. As part of the staffing recruitment report to the board, the interview process and panel will be discussed.
  - Set up worker’s compensation. Worker’s compensation, either through SDAO or SAIF, needs to be set up before the first payroll is run on October 23.
    Action: Ms. Stover will ask Hart Insurance to set up workers compensation.
  - Set up and train on the ADP payroll service. Ms. Lasky and Ms. Stover are scheduled for ADP training October 23, at which time they’ll run the first payroll, which is due October 25. Also to be covered during training is how ADP interfaces with the QuickBooks accounting system.
    Action: Ms. Stover will check the Oregon Library District Resource List for other library districts who use the ADP payroll service.
  - Have staff compensation schedule and steps approved by the board. The committee decided that a compensation schedule with steps are not necessary until the FY19 budget is under development. The committee discussed automatic cost-of-living increases and merit increases.
    Action: Ms. Lasky will develop a compensation plan that values individual effort and reflects organizational culture to the next committee meeting. She’ll also bring the Employee Performance Preview form, which includes accomplishments and goals aligned with the strategic plan.
  - Adopt the employee benefits package. The benefits the board approved are reflected in the first set of Personnel policies. The committee discussed the employee probationary period length. The Benefits task force (evolving into a policies task force) will review policies before they come to the board.
    Action: The Benefits Task Force will meet at 9 am on Wednesday, November 1
in the Ben Bones Room. Ms. Lasky will email new policies in advance.

**Action:** Insurance benefits will be set up before December 8 (60 days) and the retirement plan will be set up before January 7 (90 days).

- **Transition assets and responsibilities from JCLI to JCLD.**
  - **IT Plan.** The IT Plan will be presented at the October 19 board meeting.
  - **Develop the Community Partners Project Proposal.** Ms. Stover and Ms. Lasky will develop this proposal—including fundraising goals, activities, and budget—in time to present at the November 21 JCLF meeting.
  - **Request county assets.** Josephine County Legal Counsel has committed that the transfer of county assets will take place no later than December 31, 2017.
  - **Request JCLI assets.** The letter from JCLD to JCLI requesting JCLI’s inventoried assets will be presented to the JCLI board on October 26.
  - **Transfer contracts.** The district board approved the Polaris ILS contract, and the library director will sign it. The district board will review the IT’s Managed network services agreement on October 19. The committee discussed how the contract review process might be made more efficient.
    **Action:** Ms. Lasky will review the contracts database and code the contracts over a certain dollar amount and the ones that are single-source vendors. She’ll bring this to the November 1 committee meeting for further discussion.

- **Develop and adopt policies.**
  - **Adopt high-level finance and personnel policies.** Finance and personnel policies go to the board for the second reading at the October 19 meeting.
  - **Facilitate and communicate the annexation process.** County Legal has committed to completing the annexation process and forms by October 31.

- **Set up financial structures.**
  - **Form the finance committee.** The finance committee is formed with Ms. Lasky, Mr. Harelson, Ms. Robinson, and Jay Meredith to be an advisory group.
  - **Form the Budget Committee.** The Budget Committee will be recruited and will convene on the FY18 budget in mid-November. The budget will go to the board for review by early December.
  - **Purchasing processes.** Ms. Lasky has received her credit card and asked for direction on furniture and equipment purchases, a community fundraising dinner, and holiday gift cards for staff. The committee agreed that Ms. Lasky has the authority to make the purchases needed under the transition budget. The committee discussed tax implications of gift cards for staff.
    **Action:** Mr. Harelson and Ms. Stover will develop a credit card purchase form.
    **Action:** Ms. Robinson will discuss staff gifts with the JCLI Finance Committee.

**NEXT MEETING**
The next committee meeting was set for 10 am on Wednesday, November 2.

**ADJOURNMENT**
The meeting adjourned at 11:40 am.

Respectfully submitted,

Teresa S. Stover for Kate Lasky, Board Secretary
Josephine Community Library District