Josephine Community Library District
Workshop Minutes
Thursday, June 29, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members in attendance: Beecher Ellison, John Harelson, Jennifer Roberts, Judy Williams
Members absent: Laurel Samson
Others present: Kate Lasky, Teresa Stover, Connie Roach

CALL TO ORDER
The meeting was called to order at 5:15 pm.

ANNOUNCEMENTS
Members of the board-elect and guests introduced themselves.

PRESENTATION FROM JOSEPHINE COUNTY ASSESSOR
Properties partially in the library district. Josephine County Assessor Connie Roach informed members that voting precinct lines, along which the library district boundaries were drawn, don’t necessarily follow property lines. As a result, 48 properties in the county are partially in library district boundaries. If any part of a property is in the district, the property owner will be taxed for the library district, but only for the portion of the property that falls within the district. This is true even if the property owners didn’t see the library district measure on their ballots, which would have happened if their homes were not within precinct boundaries.
Recommendations: Ms. Roach recommended that JCLD send letters to the 48 affected taxpayers about the situation and let them know how they can fully opt in to the library district. The Assessor’s office certifies the tax rolls soon after October 1, although this communication doesn’t have to happen before then.
The tax statement property owners receive will show the tax code their property is in. JCLD can make the tax code list available to taxpayers to help answer questions. The County Assessor’s office makes available every property map in laserfiche records.
Actions: Director Harelson requested the database of the 48 property owners. After the annexation process is known, the board will determine policy and contact the affected taxpayers.
The board will consider purchasing the database of all taxpayers within the district.

Possible fees for annexation. Ms. Roach said that the Assessor’s Office is moving toward charging fees for annexation, although the timeframe is unknown. The fees may be tiered based on number of requests (the fewer the more expensive). JCLD is waiting to learn the annexation process from County Legal. About 40 are now on the waiting list.
MINUTES
Director Harelson moved that the minutes to the June 15, 2017 board workshop be accepted. Director Roberts seconded the motion. Director Ellison approved. Director Williams approved. The motion passed.

MEETING SCHEDULE
The board-elect discussed the schedule of regular board meetings and workshops. The directors confirmed that the board can take action with a quorum of at least three. **Recommendation:** The board reached a consensus that there should be one regular meeting scheduled for the third Thursday of each month. Given the volume of organizational startup business, additional meetings can be scheduled as needed, typically on Thursdays from 5:15-7:15 pm. All meetings will be properly noticed.

<table>
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<th>Upcoming meetings</th>
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<td><strong>Date</strong></td>
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| Wednesday, July 5                  | Swearing-in ceremony | 9-10:30 am | Josephine County Courthouse, Courtroom 1 | B. Ellison  
J. Harelson  
J. Roberts  
J. Williams |
| Wednesday, July 5                  | Regular            | 9-10:30 am | Grants Pass library                   | B. Ellison  
J. Harelson  
J. Roberts  
J. Williams |
| Thursday, July 13                  | Workshop           | 5:15-7:15 pm | Grants Pass library                   | B. Ellison  
J. Harelson  
J. Williams |
| Thursday, July 20                  | Regular            | 5:15-7:15 pm | Grants Pass library                   | B. Ellison  
J. Harelson  
J. Williams |
| Thursday, August 17                | Regular            | 5:15-7:15 pm | Grants Pass library                   | B. Ellison  
J. Harelson  
J. Roberts  
L. Samson  
J. Williams |

POLICIES
The board-elect reviewed revisions to the Governance policy (bylaws). **Action:** The board agreed on the following changes, which Director Ellison agreed to implement before the July 5 regular meeting:
- Article I, 2nd paragraph. Change to read “...to various communities in...”
- Article III, Section 5. Cite the ORS.
- Article III, Section 7. At the end of the first sentence, add “in accordance with district policies.”
- Article III, Section 11. Delete this section and include in the financial policies.
• Article III. Add a provision for the President or Vice President to designate another
director to preside at meetings in the absence of both President and VP.
• Article IV, Section 3, regarding the order of business. Delete.
• Article V. Delete the entire article titled “District Librarian; Staff.”
• Article VI, Section 3. Revise the first sentence to read “...to act as a public
member of the Budget Committee...”

The board-elect discussed development of the Financial Management policy and
prioritizing other policies that will provide the minimum authority to do business.
**Action:** The board will start with the Financial Management policy from another library
district and develop from there, with a goal of acting on it by the July 20 meeting.

**RESOLUTIONS**
The board-elect discussed the resolutions to be presented at the July 5 meeting.
• Resolution 1: To adopt the governance policy (bylaws).
• Resolution 2: To elect the board president and vice president.
• Resolution 3: To enter negotiations with a designated person to act as the
district’s insurance agent of record.
• Resolution 4: To authorize negotiations to open a bank account.
• Resolution 5: To authorize negotiations to engage legal representation.
  **Action:** Director Ellison has been communicating with attorney Charles Bolen,
who will send a standard engagement letter which the board will review.
• Resolution 6: To certify the tax rate.
• Resolution 7: To appoint a board secretary/transition coordinator rather than an
interim district librarian. This person will issue notice and keep records of all board
meetings, maintain official records of the municipal corporation, help administer
the details of the transition, keep people on task, and serve as liaison with JCLI
Executive Director Lasky and Coraggio Group.
  **Action:** Directors Roberts and Williams will meet with Teresa Stover.
• Resolution 8: To develop a personal services contract to engage the transition
and administration services of Teresa Stover by July 20.
• Resolution 9: To allow JCLI to continue running the library until the Memorandum
of Understanding (MOU) between JCLI and JCLD is signed.
  **Action:** Director Ellison will draft these resolutions and have them ready for review and
possible action for the July 5 regular meeting.

Ms. Lasky recommended that one person be the liaison with the attorney to coordinate
legal work and contain costs. Director Ellison volunteered to be this liaison.

**TRANSITION PLANNING**
**Memorandum of Understanding.** Ms. Lasky distributed the June 20 Project Update from
Coraggio Group, highlighting MOU development. Directors Ellison and Roberts
presented the MOU to the rest of the board. The board discussed the startup budget as
a condition of JCLI’s $150,000 grant, and the consensus was that it was a fair request.
The board discussed the dates and deadlines cited in the MOU, and the task of preparing the list of assets being requested from JCLI.

The board discussed the timeline for determining processes for library users outside the district and necessary communications with all library stakeholders.

**Action:** JCLI staff members are researching how other libraries charge for cards or offer cards in exchange for volunteering. Ms. Lasky will report on this research to the board.

The MOU will be presented for action at the July 5 regular meeting. The MOU grants JCLI the authority to operate the libraries until the handoff to JCLD. The terms and deadlines of the MOU can be changed at any time by mutual consent of both parties. After the MOU is signed, JCLD can develop the framework and budget and submit it to JCLI. At that point, JCLI can grant the funds for startup costs.

**Transition Plan.** Coraggio Group is drafting the Transition Work Plan, which includes tasks, dates, and responsibilities for JCLI-JCLD joint transition activities, JCLD startup activities, JCLI transition activities, JCLD strategic planning, and the transition communications plan. This Transition Work Plan will be a living document throughout the transition period.

**Action:** Directors Harelson and Williams agreed to review the Transition Plan and serve as the liaison to the board regarding the Transition Plan.

**PLAN FIRST REGULAR MEETING**

**Agenda.** The board-elect planned the agenda for its first regular meeting on July 5.

**Board officers.** The board discussed officer election. Director Harelson nominated Director Roberts as Vice President. Director Roberts said she would consider it.

**MATTERS FROM BOARD MEMBERS**

**Email accounts and public records.** The board-elect discussed personal email accounts and public records and retention. It was recommended that all board members use their @josephinelibrary.org email accounts for library district business communications.

**Action:** Ms. Stover will send instructions to board members on how to sign in to web access (an alternative to remote desktop) for the board members’ JCL email accounts.

**Next steps.** Director Harelson summarized priorities for the board as setting up a bank account, establishing a relationship with the Special District Association of Oregon (SDAO), obtaining board insurance paid by JCLI by July 20, working with Coraggio Group on strategic planning, researching accounting systems, transitioning contracts, applying for the Ready to Read grant, and deciding on the variables in library cards.

**ADJOURNMENT**

The meeting adjourned at 7:30 pm.

Respectfully submitted,
Teresa Stover