Josephine Community Library District
Regular Board Meeting Minutes
Thursday, September 14, 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: Boyd Peters

CALL TO ORDER. President Samson called the meeting to order at 5:16 pm.

STANDING ITEMS
Approval of agenda. Director Harelson requested that an action item be added regarding bank accounts (local government investment pool). Director Samson requested that a discussion item be added regarding a resolution draft for hiring the library director, and that an approval of a bill be added to standing items.

Approval of September 7 meeting minutes. The board reviewed the recent minutes. Motion: Director Judy Williams moved that the minutes to the September 7, 2017 board meeting be approved. Director Roberts seconded. The motion passed unanimously.

Approval of September 10 workshop minutes. The board reviewed the recent minutes. Motion: Director Roberts moved that the minutes to the September 10, 2017 board strategic planning workshop be approved. Director Williams seconded. The motion passed with a unanimous vote.

Approval of bills. Director Samson reviewed the invoice for $1,020 from the law firm of Hornecker Cowling, LLC. Director Harelson confirmed that this is in line with the budget. Motion: Director Roberts moved that the bill for $1,020 for attorneys’ fees be paid. Director Williams seconded. The motion passed with a unanimous vote.

Public comment. Boyd Peters of Wolf Creek and a volunteer with the Wolf Creek Friends of the Library and Josephine County Library Foundation (JCLF), invited district board members to visit the Wolf Creek branch any Tuesday morning, anytime between 8:30 and 11:30 when students from the Wolf Creek Charter School visit the library in five succeeding groups by grade.

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

- The Annexation Communications Task Force (Director Roberts, Pat Fahey, Donna Robinson, Norma Singer, Ms. Lasky, and Ms. Stover) will meet September 15.
• The Benefits Task Force met on September 11 and reviewed research to date. A meeting with Erinn Fralich of Hart Insurance will take place September 15.
• The Transition Work Plan Committee will meet on September 18. It will review progress on priority tasks, including staffing, benefits, and annexation.
• The September 21 board meeting will need to end at 6:40, as the JCLI Board will start its meeting at 6:45. District board members are welcome to stay.
• From the September 10 strategic visioning retreat, all board members have their values homework, which they can send to Ms. Stover by the September 28 deadline. Ms. Stover distributed the equity statement drafted in June that can inform the new equity value. The next two strategic planning workshops will take place on October 5 and 26. It was suggested that the board review the first draft of the strategic plan at a November 9 meeting, so the board can vote on the plan at its regularly scheduled November 16 meeting.
  **Decision:** The board decided to hold a regular meeting on November 9. The board will decide at the October 26 workshop whether they’ll want Coraggio to present the strategic plan and lead the discussion.

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

- The library’s formal request for the transfer of assets is tentatively scheduled for the Board of County Commissioners (BOCC) administrative session on September 19 and tentatively scheduled for Ms. Lasky’s presentation and the vote on September 27 in Grants Pass.
- The JCLI letter requesting donors and volunteers to authorize the sharing of their information with the district and JCLF is going out next Tuesday. Kate will bring the letter to next week’s board meeting. Director Roberts suggested that distinctions among the three library organizations be clarified in the letter.
  **Action:** Ms. Lasky will send Director Roberts, who’s also the JCLF board liaison and district media contact, a draft of the letter.
- The staffing plan is being updated to clarify the number of people rather than just the number of FTEs. Ms. Lasky asked if the board needs to approve the staffing plan, or if it would rather wait to see it in context of the benefits proposal.
  **Decision:** The board decided it would be best to present the staffing plan in context with the benefits package proposal and the budget.
- Ms. Lasky stated that although the JCLI-JCLD Memorandum of Understanding (MOU) committed her to 10 hours per week, she’s been spending more than 20 hours per week on district work. The JCLI board trusts her judgment in setting priorities for the transition and library operations. When she starts as district’s library director, she’ll need to continue to do some work for JCLI, including day-to-day library operations and communications.
- The board discussed whether the district should join Rogue Valley Council of Governments (RVCOG), which is said to be a great local resource.
  **Action:** Ms. Stover will research RVCOG services and report to the board.
ACTION ITEMS

Library director job description. Director Samson referred to the updated job description draft in the board packet. The board discussed the changes suggested by HR Answers.

Action: Ms. Stover will update the job description to change Essential Function #10 from “Develops and implements” to “Oversees the development and implementation of special programs as well as a communications and outreach program.” She’ll also prepare a resolution to accept the job description for the next meeting.

Library director contract. Director Samson reported that Ryan Vanderhoof, employment attorney with Hornecker Cowling, reviewed the library director employment agreement and revised it to remove items governed by policy. She also reported that she has completed negotiations with Ms. Lasky, and the revised contract reflects the result. The board discussed the revised contract, including hours, competitive activities, compensation, term, termination, and severance. The board also discussed policies to cover benefits, conduct, and other issues no longer in the contract. There were no suggested changes for the contract.

Action: Director Samson will give the contract to Ms. Lasky to review.

Library director hiring resolution. Director Samson distributed a draft of a resolution in the matter of hiring the library director for JCLD. The board reviewed the draft resolution.

Action: Any board members with suggestions for the resolution should contact Ms. Stover. The resolution will be finalized and brought to the board, along with the employment agreement, for action by the board at the September 21 meeting.

Local Government Investment Pool. Director Harelson presented the requirement for the district to set up an account with the Local Government Investment Pool (LGIP). The LGIP is an investment portfolio offered to Oregon municipalities which has control of public funds. As part of his authority under Resolution 2017-004 to arrange bank accounts for the district, Director Harelson has made inquiries to the County Treasurer and the State Treasurer. He said it’s important to set up these accounts before October and the heavy tax collection season. Transfers can be made with 24 hours’ notice into the district’s People’s Bank account. The board discussed who would be best to serve as CFO until the library director and business manager are hired.

Motion: Director Ellison moved that Director Harelson be authorized to work with Ms. Lasky and Ms. Stover to set up and serve as signers on LGIP accounts with the Josephine County Treasurer and the State Treasurer, and that Director Harelson will serve as acting Chief Financial Officer (CFO) for these purposes. Director Williams seconded. The motion passed with a unanimous vote.

Action: Ms. Lasky and Ms. Stover will take LGIP training.

COMMITTEE AND BOARD MEMBER REPORTS

Benefits Task Force report. Directors Harelson and Williams reported that the Benefits Task Force met on September 11, working toward a goal of bringing the basic set of health insurance, retirement, and leave benefits to this board for approval. Director
Harelson and Ms. Lasky ran different cost models and their numbers were close. Regence Blue Cross Blue Shield of Oregon through SDIS is likely the best deal. The task force will meet with Erinn Fralich of Hart’s Insurance on September 15, and Mr. Fralich has indicated that this provider will give the district the most value for the available budget. With a modest benefits package, salaries, and payroll taxes, total payroll will be more than 55 percent of the budget. The task force is researching the rules about successor employees and the implications on workers compensation and seniority.

**Action:** The Benefits Task Force expects to present a benefits package to the board around September 28 or October 5 so that Ms. Lasky can start employee recruitment.

**SDAO Board Training report.** As a continuation of the report started last week, Director Williams stated that the training assured her that they’re doing everything right, and that we’re fortunate to have board members who are savvy about municipal government. She said we’ll need policies about public contracting and public records, but until then, the attorney general policies are the default. She also stated that the rules around executive sessions are more clear. Executive sessions are an occasional privilege so the board can deliberate about sensitive matters, but not take action except in open session. The board may enter into executive session for library director evaluation. The board discussed that while it’s not required to have the district’s lawyer present (or on the phone) during executive sessions, it’s a good idea at the board’s discretion when working through a contentious issue.

**ANNOUNCEMENTS**

**Date and agenda items for next regular meeting.**
The next regular meeting will be at 5:15 on Thursday, September 21. Agenda items will include the library director job description and employment contract, benefits, payroll service, annexation, and JCLF board liaison report.

**Comments from board members.**
Director Roberts said that after reading the Transition Committee meeting agenda, which included staffing, benefits, annexation, finance policies, transfer of assets, and operations planning, all board members deserve a pat on the back.

**ADJOURNMENT**
The meeting adjourned at 6:48 pm.

Respectfully submitted,

Teresa J. Stover, Interim Board Secretary
Josephine Community Library District