Josephine Community Library District
Board Regular Meeting Minutes
Thursday, September 28, 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

CALL TO ORDER. President Samson called the meeting to order at 5:17 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.
Approval of September 21 meeting minutes. The board reviewed the recent minutes.
Motion: Ms. Roberts moved that the minutes to the September 21, 2017 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.
Public comment. There were no public comments.
Correspondence. There was no correspondence.

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

- Ms. Stover said that at Ms. Lasky’s request, Ms. Stover will continue providing board support until the Business Manager is hired and trained. Ms. Stover will continue to track startup tasks and assist with startup activities as directed by Ms. Lasky. As staff are hired, Ms. Stover’s hours will decrease until her engagement ends by December 31. Her costs are not expected to exceed the budget.
- The district is scheduled to develop an RFP and select a municipal audit firm by December 31. It was suggested that this deadline be moved to November 30. Action: Mr. Harelson will provide a standard RFP format. The district will research firms being used by other library districts in the state.
- The district now has an Oregon Business Identification Number (BIN).
- Quickbooks Premier 2017 will be purchased through TechSoup soon.
- The district workstation for use by the library director and business manager will be ordered next week. The board discussed the network firewall of finance and personnel information between JCLI and JCLD. The board also agreed that such purchases are not large enough to warrant board approval. Action: Ms. Samson and Ms. Williams will review their SDAO training notes on public contracting rules regarding de minimis purchases.
- It had been suggested earlier that a Hart insurance representative give a presentation to the board about current and future coverage. Action: This presentation will be scheduled late October or early November.
• The issue of letters to taxpayers whose properties are partially in the library district was discussed. The original intention was to inform the taxpayers of the situation and the give them the opportunity to opt out or fully opt in. It was suggested that legal counsel be consulted before giving any information about opting out.

  **Action:** Ms. Stover will check the minutes for the nature of this decision.

• Board members were thanked for their work on the strategic planning “values homework,” which will inform the October 5 strategic planning workshop.

• Ms. Stover commended the board for hiring Ms. Lasky as library director.

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

• A draft IT Plan is ready for presentation at the next regular board meeting.

• The donor information authorization mailing to 4,000 donors is going well. They’re getting about 60 responses each day, and only 10 percent are opting out. The mailing asked for no money, and yet they’ve received $1,800 in donations.

• Ms. Lasky reviewed the Hiring Procedures memo dated September 28, 2017. The memo summarizes the three-month timeline and procedures for recruitment, application review, interviews, and hiring. The board discussed whether JCLI employee and/or volunteer applicants should receive extra points.

  **Action:** Ms. Lasky will check with HR Answers about the hiring process and the points question, and will get the answer in writing.

• Ms. Lasky reviewed the Draft Hiring Schedule, including board review of job descriptions. JCLI will have its final payroll by December 31, and any JCLI employees not hired by the district by then will receive a layoff notice. Sick leave accruals for JCLI employees hired by the district will carry over. The board discussed the December 26 start dates, and vacation and holiday policies.

• Ms. Lasky reviewed the district Staffing Chart. The staffing plan will be reviewed at the end of the third quarter (March 2018) to make any necessary adjustments.

• Ms. Lasky reviewed the district Employment Application. She discussed the advantages of using the application and the specific application package process. The board discussed accommodation and computer access issues.

  **Action:** Ms. Stover will add in the web jobs postings that accommodations for completing the application can be made for people with disabilities or without computer access.

**ACTION ITEMS**

**Local government investment pool.** Mr. Harelson presented Resolution 2017-027 authorizing district participation in the local government investment pool (LGIP). Tax monies will be deposited into the LGIP account, starting around November 7.

  **Motion:** Mr. Ellison moved to accept Resolution 2017-027 to authorize that district funds be invested with the Josephine County Treasurer and Oregon State Treasury Local Government Investment Pool. Ms. Williams seconded. The motion passed unanimously.
Interim progress report to JCLI per MOU. Ms. Stover presented the JCLI-JCLD MOU Progress Report #1 dated September 29, 2017. The report covers activities that the district committed to in its MOU with JCLI and in its proposal for JCLI funding. The report also includes expenditures against the budget to date.

**Action:** Ms. Roberts will attend the JCLI board meeting on October 26 when the progress report is presented to answer questions and to ask for direction on what JCLI would like the district to do with any leftover grant funds.

**Motion:** Mr. Harelson moved to accept and submit the interim progress report to JCLI as written. Ms. Williams seconded. The motion passed with a unanimous vote.

Asset transfer request from JCLI to JCLD. Ms. Samson presented the Request for Transfer of Assets from JCLI to JCLD dated September 29, 2017. The letter will be submitted with a comprehensive inventory list compiled by JCLI volunteers Bev Walker and Mary Jessup, who were commended for their efforts. The request for transfer includes physical assets and intellectual property such as branding and marketing.

**Motion:** Ms. Roberts moved to submit the request to transfer JCLI assets to JCLD as written. Ms. Williams seconded. The motion passed with a unanimous vote.

ADP payroll service sales agreement. Mr. Harelson presented the terms of the ADP payroll service sales agreement. The board discussed the functional lag of three days between the end of the pay period and payday. Company policy could state a maximum lag of five business days.

**Action:** District personnel policy will be written to indicate that employees will have a choice of receiving their pay through direct deposit or an ADP debit card for those without a checking account, and that there will be no paper checks.

**Motion:** Ms. Roberts moved to authorize Ms. Stover to electronically sign and submit the ADP payroll service sales agreement as written. Mr. Ellison seconded. The motion passed with a unanimous vote.

**Action:** Teresa will electronically sign the agreement, and services will be set up within three working days. Ms. Lasky and Ms. Stover will participate in an ADP training webinar.

Job description for Public Services Director. Ms. Lasky presented the public services director job description, which was reviewed by HR Answers. This exempt position also serves as the Grants Pass branch manager and does not require a librarian degree. The board discussed driving, driver’s license, and driving records. The board also discussed insurance requirements and background checks.

**Action:** Ms. Lasky will check with HR Answers about driving record checks and SDAO background checks. Ms. Lasky will also correct a typo in the job description.

**Motion:** Mr. Harelson moved to accept the job description for public services director with suggested changes. Ms. Williams seconded. The motion passed unanimously.

Financial management policies. Mr. Harelson proposed that the first reading of the financial management policies be postponed until the next regular board meeting due to meeting time constraints.
COMMITTEE AND BOARD MEMBER REPORTS

Annexation Communication Task Force report. Ms. Roberts referred to the Annexation Communication Task Force Report dated September 20, 2017. The task force seeks to address how annexation will be presented to stakeholders, how volunteers are to handle questions, timeline expectations, and the annexation process itself. Members of the task force (Ms. Roberts, Ms. Lasky, and Pat Fahey) will meet with the Josephine County Legal Counsel, Assessor, and Clerk on September 29 to learn what the district can do to help with this process. Legal Counsel Wally Hicks has already committed to having the annexation process established by the end of the year.

Action: Ms. Roberts will report on the September 29 meeting at the next board meeting.

Transition Committee update. Ms. Williams referred to the JCLI-JCLD Transition Committee update memo dated September 20, 2017. She highlighted the fundraising partnership between the district and the Josephine County Library Foundation (JCLF), saying that the terms of the personnel sharing grant must be formalized and there needs to be a meeting of the minds on strategic fundraising. Ms. Lasky announced that she has spoken with Coraggio Group about a meeting between the two boards, ideally before the October JCLF board meeting. They need to know the fundraising purpose.

Action: Ms. Lasky will work with Coraggio to finalize the agenda and date for the meeting between JCLF and JCLD.

Josephine County Library Foundation liaison update. Ms. Roberts reported on the JCLF meeting that took place October 19. The JCLF-JCLI MOU has been signed and is in effect. The donor authorization letter is out. The foundation’s bottom line is healthy. It’s working on the transfer of trust funds from the county. Elections resulted in Randy Richardson as President, David Mannix as Vice President, Mike Dawson as Treasurer, and Sue Cohen as Secretary.

ANNOUNCEMENTS

Date and agenda items for next regular meeting. The next regular meeting is a 15-minute tentative meeting at 8:30 am on Thursday, October 5. The next regular meeting will be at 5:15 pm on Thursday, October 12. Agenda items will include financial management policies, personnel policies, and the business manager job description.

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

ADJOURNMENT

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District