Josephine Community Library District
Board Regular Meeting Minutes
Thursday, October 19, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams
Members absent: None.
Staff present: Library Director Kate Lasky, Transition Administrator Teresa Stover
Guests: JCLI Collection Development Librarian Michael Grutchfield and JCLI Operations Manager Norma Singer

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

STANDING ITEMS
Approval of agenda. No changes were made to the agenda, although it was noted that under #5 under Action Items should read “Job description for Volunteer Manager.”

Approval of October 5 workshop minutes. The board reviewed the minutes to the strategic planning workshop.
Motion: Ms. Williams moved that the minutes to the October 5 board workshop be approved as distributed. Mr. Harelson seconded. The motion passed by majority vote with one abstention by Mr. Ellison.

Approval of October 12 meeting minutes. The board reviewed the minutes to the last regular board meeting. Ms. Williams pointed out that under Transition Administrator’s report, second bullet, it should be clarified that the no-bid process under $10,000 applies to procurement of assets, and not personal services. Ms. Roberts pointed out that under the Annexation Communications Task Force report, to change “completing annexation instructions” to “drafting annexation instructions.”
Motion: Ms. Roberts moved that the minutes to the October 12, 2017 board meeting be approved as corrected. Mr. Harelson seconded. The motion passed unanimously.

Public comment. There were no public comments.

Correspondence. Ms. Samson presented and distributed a letter from Josephine County Legal Counsel Wally Hicks on October 19, 2017, regarding annexation. The letter quotes the statute regarding citizens requesting withdrawal from the library district, including the requirement that the property must be in the district for at least two years before the owner may petition for withdrawal.
Action: This information will be used to draft language for library patrons and taxpayers asking about opting out of the district. Ms. Lasky will confirm that this information was communicated with the BOCC.
**REPORTS**

**IT Plan presentation.** Ms. Lasky introduced the IT Plan presentation, referencing the Technology Transition Timeline (Quarter 2 activities) dated October 19, 2017. She discussed servers, their lifespan, Microsoft Hosted Exchange, Microsoft Office 365, and associated cost savings. The board suggested that offsite backup be considered as part of the IT Plan. Ms. Lasky also discussed the FCC eRate program, which offers schools and libraries an 85 percent reimbursement on annual communications costs. She asked board members to send advocacy letters to the FCC regarding eRate.

Ms. Lasky introduced JCLI Collection Development Librarian Michael Grutchfield and JCLI Operations Manager Norma Singer. Mr. Grutchfield presented the Edge Initiative: Library Technology Services Action Plan dated October 19, 2017. He discussed technology standards for libraries, the scoring, and the categories of implementation. Ms. Singer presented the Edge Action Plan Timeline, pointing out that the Edge Initiative helped identify where our libraries can focus its resources to improve library technology services in terms of community value, engaging the community, and organizational management. The Edge Initiative is paid for by the Oregon State Library.

**Library Director’s report.** Ms. Lasky reviewed highlights of the Library Director’s Report dated October 19, 2017.

- The matrix report has been reformatted to a narrative, which includes upcoming events, impact stories from staff, successes, challenges, and updates on goals. Board members were asked for feedback on reporting most helpful to them.
- The Readapalooza weekend is happening October 21-22, and involves many partnerships like the Chamber, Kajo, Fort Vannoy Farms, and All About Parties.
- Vandalism, break-ins, and burglaries at the IV branch were discussed, along with questions about sheriff support and response time.
- Four staff positions are now posted: Public Services Director, Business Manager, Cataloging Manager, and Collection Development Librarian. Board members were encouraged to share the postings, which are listed on the library Home page at [www.josephinelibrary.org](http://www.josephinelibrary.org) as well as on Facebook. The jobs are also posted with the Oregon State Library and will be sent to the Libs-OR listserv.

**Action:** Ms. Lasky will advertise in the Mail Tribune for the Business Manager.

- The board discussed the partnership with Community Corrections.

**Staff recruitment update.** Ms. Samson reported that she’s on the panel of the first staff interview on Monday. It’s ideal for a board member to serve on each interview panel. If board members would like to serve on the interview panel for specific positions, they should contact Ms. Samson or Ms. Lasky. There will be up to three interviews per position, and each interview is about 30 minutes. The same questions are asked of each candidate, and a scoring sheet is provided. The next three interviews are scheduled for the week of November 6, for Business Manager, Cataloging Manager, and Collection Development Librarian. Mr. Ellison said he would not be available for interviews.
Transition Administrator’s report. Ms. Stover announced that work plans are merging, so after tonight, the board will receive a single compiled staff report.

- Oregon State Library approved the Ready to Read grant for $11,101. Funds will come by check the last week of December, to be spent in calendar year 2018.
- Priorities have been to onboard Ms. Lasky in terms of finance and IT resources and to continue setting up employee infrastructure such as workers compensation and payroll.
- Upcoming priorities are to support the budget process, to develop the Community Partnership Project Proposal to Josephine County Library Foundation, and to develop the Request For Proposal (RFP) for a municipal audit firm. Mr. Harelson pointed out the FY18 and FY19 budgets should be included in the RFP, and that it will also be important to tell the compelling story of the district and its board in the RFP, noting this language can be reused for multiple purposes.
- The first set of tax funds is scheduled to be deposited into the district’s Local Government Investment Pool (LGIP) account on November 14.
- Following up on a previous question, Ms. Stover confirmed that there’s no conflict between being removed as a signer from the People’s Bank account and being an LGIP contact until the Business Manager is hired.
- Responding to a question about whether action is required to transfer board secretary duties from Ms. Stover to Ms. Lasky, Ms. Stover cited ORS 357.226 and the district’s governance policy which both state that the District Librarian serves as the Board Secretary. Resolution 2017-007 appointing Ms. Stover as Board Secretary, and Resolution 2017-020 appointing Ms. Lasky as Library Director. The consensus of the board was that no further action is required.

ACTION ITEMS

Financial management policies. Ms. Samson presented the revised financial management policies for the board’s second reading. Ms. Williams pointed out a grammatical error in Policy 2-2. Mr. Harelson pointed out that he’s working with Ms. Lasky and Ms. Stover to develop processes for “after-the-fact” approvals, especially for credit cards and automatic electronic payments. He said he’d like to include in a future policy that all staff is responsible for their own credit card reports. The board agreed that the library director is authorized for expenditures up to $3,000.

Motion: Mr. Ellison moved that Resolution 2017-026, in the matter of adopting financial management policies 2-1 through 2-7, be approved as corrected. Mr. Harelson seconded. The motion passed unanimously.

Personnel policies. Ms. Samson presented the revised personnel policies for the board’s second reading. In policy 4-3-1, the board discussed compensatory time, and requested that a cap be noted as “…on an hour-for hour basis up to 40 hours.” In policy 4-3-2, the board requested that the retirement eligibility be revised to read “…begins the 91st day of employment.” In policy 4-5-1, the board discussed the 120-hour and 160-hour vacation accrual caps. The board decided to leave the policy as revised.
Motion: Mr. Harelson moved that Resolution 2017-028, in the matter of adopting personnel policies 4-1-1 through 4-5-3 be approved with the suggested changes. Ms. Roberts seconded. The motion passed unanimously.

IT’s Managed network services agreement. Ms. Lasky presented the agreement with IT’s Managed for IT services. The attorney had expressed reservations about Section 12, Liability, Section 13, Limit of Warranty, Section 15, Resolution of Disputes. Ms. Lasky has since spoken with SDAO, which said such contracts are typical for a small community with a single-source vendor. Ms. Lasky also spoke with Hart’s Insurance, who pointed out that broken devices are covered by property insurance, but does not cover data loss or breach of personal information. Hart’s recommended a cyber liability policy. The board discussed the contract, IT’s Managed’s reputation in the community, and its track record with JCLI. Ms. Lasky pointed out that IT’s Managed is already working on transition activities but it’s being paid by JCLI. The board affirmed that it’s willing to approve the contract as written, but that it should be approved by resolution. Action: Ms. Lasky will review the liability policy to see if it already includes cyber coverage. If it does not, she’ll add the cyber liability insurance.

Action: Ms. Lasky will activate the property insurance for the district.

Action: Ms. Stover will draft a resolution for the IT’s Managed agreement that recognizes the vendor situation and the advice from insurance, and the board will take action on it at a quick meeting at 8:30 am on October 26 before the strategic planning workshop.

Job description for reference librarian. Ms. Lasky presented the reference librarian job description. It’s a full-time non-exempt position which coordinates the reference and information desk at the Grants Pass branch. The position will also implement many of the action items from the Edge assessment. The board requested that under Scope of Authority, that “Position has full operational budget responsibility…” change to “Position has full departmental budget responsibility under the direction of the library director.” Action: Ms. Lasky will also change this sentence where it appears in the four previously approved management job descriptions.

Motion: Ms. Roberts moved to accept the job description for reference librarian with the suggested change. Ms. Williams seconded. The motion passed unanimously.

Job description for volunteer manager. Ms. Lasky presented the volunteer manager job description. The position is responsible for volunteer management throughout the four-branch system. The volunteer manager is responsible for recruiting, training, retaining, and appreciating 200+ volunteers. The board requested that under Scope of Authority, “Position has full operational budget responsibility…” change to “Position has full departmental budget responsibility under the direction of the library director.” The board also requested that under Qualifications, “Ability to prepare and make presentations” be added.

Motion: Mr. Ellison moved to accept the job description for volunteer manager with the suggested changes. Ms. Roberts seconded. The motion passed with a unanimous vote.
COMMITTEE AND BOARD MEMBER REPORTS

Josephine County Library Foundation (JCLF) liaison update. Ms. Roberts reported on the JCLF meeting which took place October 17. The foundation is handling the end-of-year fundraising drive previously conducted by JCLI. It’s developing the job description for the contract bookkeeper it’s planning to hire. The Josephine County Library Board of Trustees sent its letter to the Board of County Commissioners and County Legal Counsel requesting the transfer of trust funds.

Transition Committee update. Ms. Williams referred to the JCLI-JCLD Transition Committee Minutes from October 18, 2017. She discussed the ADP payroll service setup, staff compensation schedule with steps, using the Benefits Task Force to review policies before they come to the board, and the process for the district adopting contracts. Ms. Lasky will code the list of contracts to be transferred from JCLI to JCLD with the dollar amounts, single-source contracts, and national contracts. This list will be discussed at the November 1 Transition Committee meeting. The committee will then present it at the November 9 board meeting with recommendations. Mr. Harelson added that SDAO/SDIS could review national contracts as part of the pre-loss services it provides.

ANNOUNCEMENTS

Date and agenda items for next regular meeting. The next regular meeting will be a short one at 8:30 am on Thursday, October 26, to act on the resolution to adopt the IT’s Managed agreement. The next regular meeting after that will be at 5:15 pm on Thursday, November 9. Agenda items will include the presentation of the strategic plan draft, first reading of new personnel policies, job descriptions for Children’s Librarian and the Illinois Valley, Williams, and Wolf Creek Branch Managers, information about tax distribution, and a presentation on the contracts to be transferred from JCLI to JCLD.

Comments from board members.
Mr. Harelson announced that he will give a presentation about how tax collection works for the November 9 meeting.

ADJOURNMENT
The meeting adjourned at 7:37 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District