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

STANDING ITEMS
Approval of agenda. The board adjusted the agenda to add the Oath of Office documentation and action on Resolution 2017-016.

Minutes. The board reviewed the minutes of the July 13 regular meeting.
Motion: Director Harelson moved that the minutes to the July 13, 2017 regular board meeting be approved as written. Director Williams seconded. Director Ellison approved. Director Williams approved. Director Harelson approved. Director Samson approved. The motion passed.

Public comment. Sue Beacham offered a comment requesting that resolutions and other documents be included with meeting minutes.

REPORTS
Board Secretary’s Report. Interim Board Secretary Teresa Stover presented the Secretary’s Report, which summarizes progress on the JCLI-JCLD Transition Work Plan, including recently completed tasks, tasks in progress, and upcoming prioritized tasks. Highlights included the formation of the Transition Committee and its first meeting and the submission of the proposal and budget to JCLI requesting a grant for startup funds.

JCLI Executive Director’s Transition Report. Ms. Lasky presented the JCLI Transition Report, which is a work plan covering transfer of assets, communication, operations, dissolution plan, fundraising, and recommendations. Highlights included the following:

- **Contract database and staffing plan.** At the next regular board meeting on August 3, the contracts database and a draft staffing plan will be presented for board review.
- **Foundation liaison.** Josephine County Library Foundation (JCLF) has requested a district board member be a liaison to its board. It meets at 5:30 on the third Tuesday of the month in the Grants Pass library. It will meet monthly through February, and then resume meeting every other month. **Discussion:** The board agreed to provide a liaison, but that the liaison should not be a voting member of the Foundation board. It was also suggested that this could be a standing responsibility of the Vice President.
**Action:** This matter will be placed on a future meeting agenda, and the liaison will be chosen in time for the September 19 Foundation meeting.

- **Hiring of library director.** The Transition Committee had asked when the district should hire the library director. After discussion with the JCLI board president Shad Shriver, Ms. Lasky recommended that the library director hire date could be September 30.

  **Discussion:** The board discussed the hiring process for the library director including job description, salary level, contract terms for a permanent or interim employee. Hiring the other employees should be the library director’s task.

  **Action:** The district legal counsel and/or SDAO legal counsel will be asked whether the position needs to be advertised. Another question is whether an interim library director may be hired. An outline of the time it would take to hire should be mapped. This matter will be discussed at the August 3 meeting.

- **Building lease assignment.** It was learned that County Legal must write the assignment of lease. Ms. Lasky will create a request for transfer, submit it to the Board of County Commissioners, who will review, send it to County Legal, and then vote at a weekly business session.

**ACTION ITEMS**

**Recommended library card fee schedule.** Ms. Lasky reviewed the Library Card Fee Schedule in the memo dated July 20, 2017. This fee schedule for people living outside the district reflects JCLI recommendations which were informed by a volunteer survey. The fee schedule includes $100 for individuals, $150 for families, $50 for children, teens, seniors, veterans, and students, and waived fees for volunteers.

  **Discussion:** The board discussed the relationship of library donors to the district, the definition of “active volunteers,” definition of “family,” the idea of a monthly library card for travelers, scholarships for children and adults, volunteer accrual, the bookkeeping needed for this system, public relations issues, what other library districts charge, taxpayer fairness, equity issues, access to circulating materials, the $100 and $150 fees, incentives to annexation, and the vet and senior discounted categories.

  The public was invited to email the board with their comments, or to give comment at the next meeting.

  **Straw poll:** Ms. Lasky asked the board informally, “Are you planning to charge out-of-district patrons for library cards?” and the directors answered “Yes.” She then asked, “Can the foundation raise money to support the cost of children’s library cards?” and the directors answered “Yes.”

  **Action:** This matter will be on the agenda for the next regular board meeting.

  **Action:** At the next board meeting, Ms. Lasky will provide research of the library card fees that other districts charge.

  **Action:** Director Ellison will draft a resolution to adopt the library card fee schedule when it’s finalized and to be attached to the resolution.

**Public comment policy review.** Director Ellison presented Resolution 2017-011, which states that each person will have a maximum of three minutes to address the board on matters of interest to the library district, and that the amount of time allotted to public comment will not exceed 30 minutes without board permission.
Motion: Director Harelson moved that Resolution 2017-011 regarding public comments be adopted. Director Williams seconded. Director Ellison approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

District bank account and authorized check signers. Director Harelson presented Resolution 2017-014 which authorizes designated board members and the board secretary to open accounts with People’s Bank and requires two signatures from among Directors Samson, Roberts, and Harelson, and Interim Board Secretary Stover. The board discussed the need for a credit rather than debit card for internal control. Motion: Director Ellison moved that Resolution 2017-014 be adopted, authorizing bank account signers. Director Williams seconded. Director Ellison approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

Authorization for Ready to Read grant proposal. Ms. Stover presented the “Ready to Read grant” memo dated July 18, 2017 with details about the grant program. Motion: Director Ellison moved that Resolution 2017-015 be adopted, authorizing the submission of a grant application to the Oregon State Library for the Ready to Read grant. Director Harelson seconded. Director Ellison approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

Oath of Office. Director Ellison provided a written copy of the oath of office for all board members to sign. This documents the oath of office and standardizes the process. Action: Directors Ellison, Williams, Samson, and Harelson signed their oaths of office.

Ratifying previous actions. Director Ellison presented Resolution 2017-016. Motion: Director Williams moved that Resolution 2017-016 be adopted, ratifying all previous actions by the board of directors. Director Ellison seconded. Director Ellison approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

COMMITTEE AND BOARD MEMBER REPORTS

Transition Committee report. Director Williams and Director Harelson reported that they met with Ms. Lasky and Ms. Stover to discuss the work plan for district startup activities. Committees and individuals will need to be assigned to complete tasks by the deadlines. The committee will meet again on July 24 and they’ll have a work plan for review by the next board meeting. A staffing plan and HR policies emerged as top priorities, because information about staff, salaries, and benefits are needed to develop the budget. A summary of the meeting was provided in the memo titled “Transition Committee update” dated July 18, 2017. Action: The JCLD startup work plan will be presented at the next meeting. Action: Ms. Lasky will have a staffing plan for review at the next meeting.

Personal Services Contract for Insurance Agent of Record. Following up on Resolution 2017-003 to designate the district’s agent of record, Director Harelson reported that the quote from Hart Insurance is pending.
Special Districts Association of Oregon (SDAO) Membership and Board Insurance. Director Harelson has completed the SDAO application and has asked Ms. Stover to send it to SDAO. They'll reply with board insurance information and cost.

Attorney review of board actions to date. Director Ellison reported that he had emailed attorney Charles Bolen to review the board’s actions, but he got an out-of-office reply. **Action:** Director Ellison or Director Samson will follow up.

JCLI grant for startup activities. JCLI has approved the proposal for district startup funds. **Action:** JCLI will wire the grant for $122,000 when the district bank account is ready.

Election billing. Director Harelson has informed the County Clerk that the district will pay the $17,000 library district election bill when tax receipts come in November.

**ANNOUNCEMENTS**

**Strategic Planning Session #1 schedule.** The first JCLD strategic planning session will take place 3-6 pm on July 30 in the Grants Pass library. This is the first of several sessions to be facilitated by Coraggio Group. Director Ellison will be absent due to vacation.

**Date and agenda items for next regular meeting.** The next regular meeting will be Thursday, August 3 at 5:15 pm in the Grants Pass library. Agenda items will include the staffing plan, contracts database, Josephine County Library Foundation liaison, library card fee schedule, the library director hiring process, and the transition work plan.

Comments from board members.

**Policy adoption process.** The board discussed its ideal process for adopting policies. It was suggested that the board first discuss a draft, define and settle issues, have the policy written with a resolution, have two readings of the policy, then vote on adoption.

**The use of resolutions.** It was suggested that on matters dealing with policy or finance, resolutions are important because the resolution’s wording specifies exactly what the board is approving. Otherwise, matters may be approved with a voice vote as long as it’s documented in the minutes.

**ADJOURNMENT**
The meeting adjourned at 7:07 pm.

Respectfully submitted,

Teresa J. Stover
Interim Board Secretary
Josephine Community Library District