Josephine Community Library District
Regular Board Meeting Minutes
Thursday, August 17, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, Beecher Ellison, Judy Williams, Laurel Samson
Members absent: John Harelson
Staff present: Board Secretary Teresa Stover
Guests: Sue Beacham, Nancy Hitchcock

CALL TO ORDER. The meeting was called to order at 5:17 pm.

STANDING ITEMS
Approval of agenda. Director Roberts asked to report on matters from the Josephine County Library Foundation (JCLF). It was suggested that this be a standing report.

Acceptance of the August 9 library card fee task force meeting minutes.
Motion: Director Williams moved that the minutes to the August 9, 2017 Library Card Fee Task Force meeting be accepted as written. Director Ellison seconded. Director Ellison approved. Director Roberts approved. Director Williams approved. Director Samson approved. The motion passed.

Approval of August 10 meeting minutes. The board reviewed the recent minutes.
Motion: Director Williams moved that the minutes to the August 10, 2017 regular board meeting be approved as written. Director Roberts seconded. Director Ellison approved. Director Roberts approved. Director Williams approved. Director Samson approved. The motion passed.

Public comment. Sue Beacham asked whether minutes to the previous board meeting could be distributed to interested parties. The board agreed that minutes marked as “DRAFT” may be sent to a subscription list as soon as they’re ready after a meeting.
Action: Ms. Stover will create this list and add Sue Beacham and Nancy Hitchcock.

REPORTS
Board Secretary’s Report. Ms. Stover summarized progress on the JCLI-JCLD Transition Work Plan. Highlights included the following.
- The board was scheduled to review the Polaris contract, but the contract was incomplete, so we’re waiting for Polaris to send the corrected contract.
- Ms. Lasky has augmented the staffing plan with a hiring schedule which includes the recruitment period and start date for all staff to be hired by January 1.
- The board has approved formation of the Finance and Budget committees and can recruit members. A draft of the committee application is under review. The FY18 budget should be in place before the district has its first employees.
  Action: Director Samson will review the application.
- Director Samson and Ms. Lasky have submitted the request for transfer of Josephine County library assets to the district.
• Director Harelson is reviewing finance policies drafted by Ms. Lasky, who’s also working on HR policies. Both policy sets will come to board review in September.
• The dates for the next strategic planning sessions are Sunday September 10 from 9 am to 3 pm, Thursday, October 5 from 8:30-11:30 am, and Thursday October 26 from 8:30-11:30 am. All workshops will be in the Grants Pass library reading room.
• The library services survey was launched August 16 and will run to September 1. The goal is 4,000 responses, with the first 1,500 responses by this weekend.
• Ms. Stover is working on the Ready to Read grant application, due August 31.
• The Oregon Library District Resource List was compiled by Ms. Lasky and Brandace Rojo, to be used by the Finance, Budget, and Benefits committees.
• Ms. Lasky will be on vacation through September 3.
• The next Transition Committee meeting will take place Tuesday, September 5.
• The MOU between JCLI and JCLF is in process.
• Director Samson sent a letter to the Oregon Government Ethics Commission about Director Ellison becoming an election official. The commission replied and said that this will not be an ethics issue.
• In September, Ms. Lasky will present an overview of the library change communications plan including major events and the communications platform.

ACTION ITEMS

Library director hiring process criteria. Director Samson reported that as directed by the board last week, she has communicated with the attorney about the library director hiring process. Because of attorney-client confidentiality, the board deliberated whether results of this communication should be discussed in executive session. Director Ellison referenced ORS 192.660 which says an executive session may be held under (2)(a) “To consider the employment of a public officer, employee, staff member or individual agent” or (2)(h) “To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.” An executive session is not permissible under (2)(a), because certain conditions must first be met, including the establishment of the hiring processes, and this discussion would be about deciding on the hiring process.

Decision: The board agreed that an executive session is necessary to prevent potential litigation. The board decided to hold the executive session at 5:15 pm next Thursday, August 24, and then start the regular meeting at 6 pm.

Decision reversed: The day after this board meeting, it was learned from the attorney that (2)(h) is not applicable and therefore an executive session is not permissible for this matter. The hiring process discussion will take place in the public session on August 24, which will start at 5:15 pm.

Benefits Task Force formation. Following up on a Transition Committee recommendation, Director Williams asked the board whether it wants to form a task force to work with Michael Kosmala of Coraggio Group to research employee health insurance and retirement benefits. The board agreed that a task force should be formed with two board members, Ms. Lasky, and Ms. Stover. It was suggested that an employee serve on the task force as well, to ensure that potential employees have
input on the choices. The board agreed that the employee should not be asked to serve as a volunteer, and that it would ask Ms. Lasky to select a JCLI employee to serve. **Motion:** Director Roberts moved to adopt Resolution 2017-013 to authorize the formation of a Benefits Task Force, with Director Williams, Director Harelson, Ms. Lasky, Ms. Stover, and a selected JCLI employee appointed to serve on the task force. Director Williams seconded. Director Roberts approved. Director Williams approved. Director Samson approved. The motion passed.

**Library Card Fee Task Force.** Director Williams reported that the Library Card Fee Task Force has reached consensus on the library card fee proposal, and referenced the memo from Kate Lasky dated August 15, 2017 with the subject “Library card fee schedule: version 2.” Director Williams summarized the recommendations, including the fee schedule and how it balances various values. She described the impact on volunteers and donors. The rollout of the policy would start after April 15, 2018 in a process to be determined by staff. The board discussed the recommendations. It discussed the fact that regardless of the size of the household, the household cost remains at $60, and that children’s and teen cards are unlimited. The board discussed scholarships, along with the idea of a corresponding program for low-income people in the district who pay property taxes or rent. It was pointed out that the program will be re-evaluated after six months, and problems and solutions can be reviewed at that time. It was also pointed out that Josephine County Library Foundation could help address inequities. **Action:** To prevent confusion in communicating the policy with the public, the right column of the table will be deleted, and the Children’s and Teen Cards will be combined into one item called “Individuals including children and teens.” **Motion:** Director Roberts moved that Resolution 2017-017 be accepted to adopt the library card fee schedule as proposed in the memo. Director Ellison seconded. Director Roberts approved. Director Williams approved. Director Samson approved. The motion passed.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Transition Committee report.** Referencing the JCLI-JCLD Transition Committee Update memo dated August 16, 2017, Director Williams reported that the Transition Committee met on Monday, August 14. The board discussed the need for an Annexation Task Force. It was pointed out that the annexation forms and process are the responsibility of the Board of County Commissioners, and the district’s only responsibility is to forward the applications. The board discussed whether an annexation form currently exists. The board also discussed the level of urgency and the fact that patrons outside the district are asking about annexation. It was pointed out that it’s in the district’s best interest to be responsive and add more properties to the district, at least within the next two months, and that the MOU with JCLI states that all processes for people outside the district are to be decided by October 31. **Decision:** The board decided to table this matter for now, and to communicate with people on the waiting list so that momentum and interest are not lost.
Budget Committee formation, application process. Director Samson reported that the committee application form is being developed. It was pointed out that public members of the Budget Committee must live within district boundaries.

**Action:** Ms. Stover will research whether and how advertisement must be done for public members of the Budget Committee.

Special Districts Association of Oregon (SDAO) Membership and Board Insurance. Ms. Stover reported that the district’s SDAO application has been accepted, and JCLD is now an SDAO member. Directors Samson and Williams will participate in board training on August 31.

**Action:** Ms. Stover will compile a summary of SDAO benefits and information access.

Attorney review of board actions to date. Director Samson reported that this attorney review has not yet been completed because of other priorities. She returned the task to Director Ellison, who asked that this be an action item for the next board meeting.

Josephine County Library Foundation update. Director Roberts reported that the foundation is working on branding issues around its name and logo and will meet on August 24. As district liaison, she’ll be sitting in on the meeting, and invited ideas.

**ANNOUNCEMENTS**

**Date and agenda items for next regular meeting.** The next regular meeting will be Thursday, August 24 at 5:15 pm in the Grants Pass library. Agenda items will include pieces of the hiring process.

**Comments from board members.**

**Interview with the Daily Courier.** Director Roberts reported on her interview with Madeline Shannon of the Daily Courier on August 18. The story hasn’t come up yet.

**Survey.** Director Roberts encouraged board members to share information about the survey with their local email lists and social media circles.

**ADJOURNMENT**

The meeting adjourned at 6:30 pm.

Respectfully submitted,

Teresa S. Stover

Teresa Stover, Interim Board Secretary
Josephine Community Library District