CALL TO ORDER. The committee meeting started at 10:05 am.

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the September 18, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

STATUS OF DISTRICT TRANSITION TASKS. The committee reviewed the following tasks.

- Develop the staffing plan and hire staff.
  - Hire the JCLD library director for a 10/9 start date. Completed.
  - Hire the JCLI interim executive director for a 10/9 start date. Completed.
  - Adopt the employee benefits package. The board approved the Benefits Task Force’s recommendations for health, retirement, and leave benefits at its September 21 meeting. Next steps are to write recommendations into policy. It was suggested that the SDAO employee manual can be used as the JCLD interim employee manual.
    Action: Ms. Stover will obtain the SDAO employee manual and report back.
  - Transition and recruit staff. Ms. Lasky will share with all JCLI employees the schedule of JCLD job postings. All JCLD staff will be known by December 15. Any remaining JCLI staff will receive layoff notices effective December 31.
    Action: Ms. Stover will ask Hart Insurance to set up workers compensation through SDAO or SAIF.

- Transition assets and responsibilities from JCLI to JCLD.
  - Request county assets. Josephine County Legal Counsel has committed that the transfer of county assets will take place no later than December 31, 2017. Hart Insurance will be notified when property transfer takes place.
  - Request JCLI assets. The letter from JCLD to JCLI requesting JCLI’s inventoried assets was approved and submitted to JCLI management on September 29.
  - Transfer contracts. The district’s lawyer is reviewing the IT’s Managed contract again. SDAO has been consulted as well. The Polaris ILS contract has been reviewed by the attorney and is ready for board review. Upcoming contracts will be Hunter Communication, whose costs can be offset 85 percent by eRate reimbursements. Hunter said it’s willing to lay fiber optic line for the Illinois Valley and Wolf Creek branches. The eRate program, directed by the FCC, provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access. The eRate program will offset costs for Hunter, Charter, and telecommunications hardware, including routers.
Formalize the fundraising relationship between JCLD and JCLF. A meeting was scheduled for October 6 between the boards of JCLD and JCLF to discuss the goal of the end-of-year fundraising drive and long-term fundraising strategy.

- **IT Plan.** The IT Plan is developed and ready to present to the board. It includes results of the Edge Assessment, and speaks to the use of the eRate reimbursement.
  
  **Action:** Ms. Stover will add the IT Plan presentation to the October 19 agenda.

- **Develop and adopt policies.**
  
  - **Adopt high-level finance and personnel policies.** Finance and personnel policies will come to the board for first reading at the October 12 meeting.
  
  **Action:** The high-priority financial management and personnel policies will be presented for first reading at the October 12 board meeting.

- **Facilitate and communicate the annexation process.** A meeting about annexation process and timeline was held with the Josephine County Legal Counsel, Clerk, and Assessor on September 29. Paperwork to facilitate the annexation process will be completed by County Legal by October 31. It was determined that split tax lot taxpayers do not need a letter from the district.

- **JCLI fine and fee forgiveness.** The board has agreed that JCLI fines and fees should not carry over to the district, and therefore will be forgiven as of January 1. District fines and fees will be outlined in district operational policies.

- **Set up financial structures.**
  
  - **Form the finance committee.** Ms. Lasky, Mr. Harelson, and Ms. Robinson met to discuss municipal budget structure and the chart of accounts. Ms. Lasky will recruit and convene the full finance committee, including Jay Meredith, to draft the district’s FY18 budget. Ms. Lasky is in contact with the Baker City Business Manager, who’s a former auditor and an excellent resource.

  - **Form the Budget Committee.** The Budget Committee will be recruited for its first of two meetings about the FY18 budget in mid-October.

  - **Adopt the FY18 budget.** Ms. Lasky will present the draft FY18 budget to the Budget Committee for review and approval by mid-November.

**NEXT MEETING**
The next committee meeting was set for 10 am on Wednesday, October 18.

**ADJOURNMENT**
The meeting adjourned at 11:50 am.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District