CALL TO ORDER. The meeting was called to order at 5:16 pm.

STANDING ITEMS
Approval of agenda. The board agreed to hold off on taking action on the Contract with IT Vendor “IT’s Managed” until legal review is complete.

Minutes. The board reviewed the minutes of the July 20 regular meeting. 
Motion: Director Williams moved that the minutes to the July 20, 2017 regular board meeting be approved as written. Director Harelson seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

Public comment. Nancy Hitchcock recommended a process for public input before a specific proposal on a sensitive or potentially controversial issue is released.

REPORTS
Board Secretary’s Report. Ms. Stover presented the Secretary’s Report, which summarizes progress on the JCLI-JCLD Transition Work Plan. Highlights included JCLI members on the Transition Committee, establishment of the district bank account, receipt of the $122,000 grant from JCLI, and the allocation of $11,052 from the Oregon State Library’s Ready to Read grant. The board discussed the grant allocation.
Action: Ms. Lasky will obtain the formula used to determine the grant allocation.

JCLI Executive Director’s Transition Report. Ms. Lasky presented the JCLI Transition Report. Highlights included the following:

- Transition work plan. JCLI dissolution activities have been removed from the plan, as dissolution is separate from transition from JCLI to the district.
- Staffing plan. Ms. Lasky reviewed the resources, assumptions, budget, and hiring process as outlined in the Staffing Plan memo dated August 3, 2017. Ms. Lasky reviewed current JCLI staff and future district employee positions, with FTEs and hiring phases. The library director will start hiring October 1, with a goal of hiring 10 employees and ending JCLI payroll by 12/31/2017.
Discussion: The board discussed the need to hire the business manager soon after hiring the library director. Members expressed the desire for more clarity about when the district will hire. The HR process, payroll, and employee
handbook must be in place sometime between when the library director and business manager are hired and before the remaining employees are hired. The board discussed approval of all job descriptions before district recruitment begins, and review of wage ranges and benefits.

- **Foundation grant.** Ms. Lasky presented the idea of the Josephine County Library Foundation (JCLF) to grant funds annually for .5 FTE for the Partnership Manager and Communications Coordinator to support library fundraising efforts, working for both the district and the foundation. JCLI and JCLF are working on a Memorandum of Understanding (MOU). When the JCLI-JCLF MOU is complete, it’s recommended that the district and JCLF should develop an MOU.

- **Fundraising transition.** JCLI is sending a letter to all donors, asking for their explicit authorization to share their contact information with JCLF and the district.

- **Contracts, leases, licenses, subscriptions.** Ms. Lasky presented “Current JCLI Contracts, Leases, Licenses, and Subscriptions.”
  
  **Discussion:** The board discussed its process for approving contracts, which ones should have attorney review, and which ones should have board review. It was suggested that fewer than 10 contracts would need attorney review.
  
  **Action:** Ms. Lasky, in consultation with Directors Ellison and Samson, will recommend which contracts should have attorney review.

- **Attorney meeting.** Ms. Lasky reported that she met with the JCLI attorney, who suggested a joint JCLI-JCLD meeting to discuss the transfer of assets and liabilities. It would be best for this to happen before the JCLD attorney starts reviewing contracts or before JCLD starts recruiting employees.
  
  **Discussion:** The board discussed the period between JCLI laying off an employee and JCLD hiring that employee and the risk involved. The board will rely on Ms. Lasky to determine the level of risk associated with each contract.
  
  **Action:** A meeting will be arranged with the JCLI attorney, JCLD attorney, one JCLI board member, one JCLD board member, Ms. Lasky, and Ms. Stover to discuss employee recruitment, contracts, and the transfer of assets and liabilities. This meeting should happen around the second half of September.

**ACTION ITEMS**

**Josephine County Library Foundation liaison.** Director Samson reviewed that Josephine County Library Foundation (JCLF) has requested a district board member to 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. The board agreed that this should be a standing responsibility of the board Vice President.

**Motion:** Director Harelson moved that the district Vice President serve as a non-voting liaison to the Josephine County Library Foundation board. Director Williams seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

**Action:** As Vice President, Director Roberts will start serving as liaison with the foundation’s September 19 meeting. Ms. Stover will inform the foundation.

**Contract with IT Vendor “IT’s Managed.”** Director Samson opened discussion of the contract with IT’s Managed and the contract approval process. Board members
attested to the good reputation of IT’s Managed, and Ms. Lasky recommended that the contract be pursued, indicating that it’s renewed annually.

**Motion:** Director Harelson moved that Director Samson and Ms. Lasky ask the JCLD attorney to review the IT’s Managed contract in anticipation of approval at the next meeting. Director Williams seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

**Recommended library card fee schedule.** Director Williams reviewed that at the July 20 board meeting, the board had discussed at length a proposed library card fee schedule for patrons outside the library district. Since then, additional feedback has been received. Director Williams pointed out the “Library Card Fees in Oregon” document prepared by JCLI staff as well as three email comments from volunteers about library card fees. The board discussed the issue and decided to form a task force to reach consensus on library card fees. It was suggested that this could be a good process for future sensitive issues. It was pointed out that a task force meeting would need to be noticed as a public meeting.

**Motion:** Director Roberts moved that Director Williams convene a library card fee task force with representation from various stakeholder groups to study the library card fee issue, revisit the proposed fees, and bring a recommendation to the board. Director Harelson seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

**Library director hiring process.** Director Samson reported that an attorney with the Special Districts Association of Oregon (SDAO) confirmed that it is not required to advertise for open positions. The board discussed the process required by statute for hiring the chief executive officer, including announcing the vacancy, inviting public comment, holding executive sessions, and approving the contract in a public meeting.

**Action:** Ms. Lasky will provide the board with her current job description as executive director of JCLI, with nonprofit-specific items removed.

**Action:** Ms. Stover will prepare and send to the board a summary of library wage ranges from the Oregon State Library statistical report.

**Motion:** Director Roberts moved that Directors Samson and Harelson be directed to gather information, discuss with the attorney, and develop the process for hiring the library director. Director Williams seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Transition Committee report.** Referencing the Transition Committee Update and the JCLD Startup Activities Work Plan both dated 8/2/2017, Director Harelson reported that the Transition Committee (Directors Harelson and Williams, Ms. Lasky, and Ms. Stover) has been meeting to discuss the work plan for district startup activities. In addition to policy work, an upcoming priority is to form the Budget Committee. Director Harelson has created a preliminary budget to send with the SDAO application. A Budget Committee will recommend the partial-year FY18 budget and to develop the formal process for the FY19 budget. Director Harelson also discussed the need for a Finance Committee to develop the district’s chart of accounts, evaluate and recommend an
accounting system, and assist with finance and accounting policy development. Ms. Stover is developing a committee volunteer application form.

**Motion:** Director Roberts moved to authorize the formation of the JCLD Finance Committee. Director Williams seconded. Director Roberts approved. Director Williams approved. Director Samson approved. Director Harelson approved. The motion passed.

**Special Districts Association of Oregon (SDAO) Membership and Board Insurance.** Director Harelson reported that application is complete and will be mailed tonight.

**District bank account.** Director Harelson reported that the district bank account is now established, along with its authorized signers.

**Attorney review of board actions to date.** Director Samson reported that she’ll talk with JCLD attorney Charles Bolen to review the board’s actions to date.

**ANNOUNCEMENTS**

**Date and agenda items for next regular meeting.** The next regular meeting will be Thursday, August 10 at 5:15 pm in the Grants Pass library. Agenda items will include the IT’s Managed contract, Library Card Fee Task Force, library director hiring process, and formation of the Budget Committee.

**Comments from board members.**

**Public written comment.** Director Samson led a discussion on where public written comment should be included in the board agenda.

**Decision:** Library management and the board president should review public comments and include comments as appropriate in the packet for the next board meeting. Written comments should be considered with the relevant agenda item.

**Action:** Ms. Stover will add a form to the district web area for the public to submit comments, which will be emailed to Director Samson and to info@josephinelibrary.org. The form will include the checkbox: “I wish this to be read at public comment.”

**SDAO board training.** Director Samson reported that she’s planning to participate in SDAO board training August 31 in Tigard. Director Williams stated she’d like to participate as well. The board discussed authorizing training expenses.

**Action:** Director Samson will research costs for training and bring them to the August 10 board meeting.

**ADJOURNMENT**

The meeting adjourned at 7:24 pm.

Respectfully submitted,

Teresa S. Stover, Interim Board Secretary
Josephine Community Library District