JOSEPHINE COMMUNITY LIBRARY DISTRICT
JCLI-JCLD Transition Committee Minutes
Monday, August 7, 2017 at 1:00 pm; Main Reading Room, Grants Pass Branch Library

PARTICIPANTS.
Shad Shriver, Donna Robinson, John Harelson, Judy Williams, Kate Lasky, Teresa Stover

CALL TO ORDER. The committee meeting started at 1 pm.

REPORT ON MOU PROGRESS. Ms. Stover reviewed action items from the JCLI-JCLD MOU. JCLD has retained an attorney, hired Ms. Stover as interim board secretary/transition administrator, and formed this Transition Committee. In-progress tasks include purchasing insurance, developing policies including library card fees, and forming the Finance Committee.

The group discussed the future of fundraising and the role of Josephine County Library Foundation (JCLF). The group discussed the desire a future capital campaign.

The group discussed whether JCLD will need more startup funding from JCLI beyond the $122,000 already granted, and concluded that it probably will not.

COMMITTEE AND TASK FORCES.
Library Card Fees Task Force. Ms. Williams reported that a Library Card Fees Task Force consisting of various library stakeholders will meet Wednesday, August 9.

Finance Committee. Mr. Harelson reported that the board has approved formation of a transition Finance Committee, which will develop the chart of accounts, evaluate and recommend an accounting system, and help develop finance policies. The group discussed possible candidates.

Budget Committee. Mr. Harelson reported that the board will need to form the Budget Committee soon. This committee will hold public hearings and make recommendations for the FY18 and FY19 budgets. The group discussed candidates. The first meeting will be in October for the FY18 budget work. In February, work will begin on the FY19 budget. Ms. Robinson stated that she’d like to serve on this committee.

Action: Ms. Stover will develop the committee application form.

STAFFING PLAN. Ms. Lasky presented the staffing plan, including current JCLI staff and future district employee positions. The district is working toward hiring the library director by October 1, and the library director will then start hiring district employees with the goal of ending JCLI payroll by 12/31/2017. The group discussed handling JCLI HR issues in Ms. Lasky’s absence, HR risk and tail coverage, and a possible grant from JCLF to cover .5 FTE for the Partnership Manager and other fundraising costs.

Action: Ms. Lasky will consider dates for three phases of hiring through December 31.

Action: Ms. Lasky will present all job descriptions to the district board in September, and the board will adopt job descriptions and wage ranges.
COMMUNICATIONS PLAN. Ms. Lasky reported that she’s working with Coraggio Group on the library change communications plan.

Ms. Lasky also announced that a community survey will be launched on August 16, as a partnership between JCLI and JCLD facilitated by Coraggio Group.

**Action:** The district board will be asked how it wants to handle media requests to the district, especially in light of a current interview request from the Daily Courier.

CORAGGIO GROUP TECHNICAL ASSISTANCE. Ms. Lasky reported that Coraggio Group will assist in researching benefits packages. Ms. Williams and Mr. Harelson both expressed interest in serving on this committee. In the district’s feasibility study, employee benefits were calculated as 15 percent of payroll.

**Action:** Ms. Stover will contact Michael Kosmala to determine next steps.

**Action:** In her report on the Transition Committee to the board on August 10, Ms. Williams will recommend that a Benefits Committee be authorized. The goal is to decide on benefits in September.

**Action:** Ms. Lasky will review her notes from the 2014 version of the district feasibility study for more specifics about benefits calculations.

CURRENT PRIORITIES. High priorities include hiring the library director; Finance Committee recruitment; and finance, governance, personnel, and payroll policies.

JCLD STARTUP ACTIVITIES WORK PLAN DETAILS. The group affirmed that this committee is to continue to develop and track the work plan and to delegate process as appropriate. The group agreed that future meetings should focus on Tasks (What), Responsibilities (Who), and Deadlines (When). Discussion of implementation (how) will be offline.

**Action:** Ms. Stover will add the development of a brand transition plan to the work plan. It should be done in January/February, with implementation April/May. This will affect collateral, library cards, and the big book in front of the library.

NEXT MEETING. The group agreed to meet again next Monday, August 14 at 1 pm. Agenda items will include the Communications Plan, Staffing Plan, hiring the library director, Finance Committee recruitment, and the overall transition timeline. Every effort will be made to keep the meeting to one hour.

ADJOURNMENT. The committee meeting adjourned at 3:45 pm.

Respectfully submitted,

Teresa J. Stover
Interim Board Secretary
Josephine Community Library District