Josephine Community Library District
Transition Committee Minutes
Monday, August 14, 2017 at 1:00 pm
Main Reading Room, Grants Pass Branch Library

Members in attendance: Shad Shriver, Judy Williams, John Harelson, Kate Lasky, Teresa Stover
Members absent: Donna Robinson
Others present: Bill Kohn

CALL TO ORDER. The committee meeting started at 1:00 pm.

APPROVAL OF THE AUGUST 7 MINUTES. Judy Williams moved that the minutes of the August 7, 2017 Transition Committee meeting be accepted as written. John Harelson seconded. The motion passed.

STATUS OF DISTRICT TRANSITION TASKS. The committee reviewed the following tasks.
• Develop and adopt policies.
  o Library card fee schedule. Director Williams reported that based on the work of the Library Card Fees Task Force, the revised fee proposal will be presented at the August 17 board meeting.
  o Finance policies. Ms. Lasky has drafted high-priority finance policies, which are being reviewed by Director Harelson. The goal is to bring them to the board for its first reading at the September 7 board meeting.
  o HR policies. Ms. Lasky will develop the HR policies with the help of Diane Mejia who sits on the JCLI HR Committee and Ms. Stover, to bring them to the board for its first reading by its September 28 meeting.
  o Library district annexation. Ms. Lasky requested that the board be asked to form an annexation task force to help facilitate the development and communication of the annexation process.
  o Policy development and review process. Policies are to be developed by an individual or task force with at least one board member. The policies are presented to the board for a first reading, requested changes are made, the board has a second reading, and then the board takes action as to whether the policies are to be adopted.
• Develop the staffing plan and hire staff.
  o Staffing plan and hire dates. Ms. Lasky has added a hiring schedule to the staffing plan. Hiring will take place October 1 through December 31. With open recruitment for 10 positions, costs are estimated at $5,000. Ms. Lasky will present the staffing plan and process to the board at the September 14 board meeting. Ms. Stover will draft a district employment application.
  o Library director. Mr. Harelson will ask Laurel Samson to negotiate the contract, and for Beecher Ellison to draft the contract to bring to the board for action by its September 28 meeting.
Benefits Task Force. The board will consider a resolution to form the Benefits Task Force at its August 17 meeting. This task force would work with Coraggio Group to research health and retirement benefits.

Business Manager job description. Ms. Lasky will draft the Business Manager job description and ask for review from various experts.

Job descriptions. Ms. Lasky will draft all other job descriptions with wage ranges in three waves corresponding with the recruitment schedule: September 14, September 28, and November 9. Ms. Lasky will present the first set of job descriptions at the September 14 board meeting.

Communicate with stakeholders.

Communications plan. While the communications plan is operational, at the September 7 board meeting, Ms. Lasky will present an overview which will include what the community will want to know about major events occurring with the library transition, for example, the transfer of assets, the dissolution of JCLI, and the handoff of library operations by January 1. Implementation of the communications plan starts September 30.

Survey. The community survey will run August 16 through September 1.

Set up financial structures.

Finance and Budget committees. The board has authorized formation of the Finance and Budget committees, and recruitment will start soon. The deadline for formation of the Finance Committee is September 15. The deadline for the Budget Committee is October 15.

Transition assets and responsibilities from JCLI to JCLD.

Request for county assets. Ms. Lasky reported that she will submit the request for assets to the Board of County Commissioners by August 18. Processing of this request is expected to take several months.

Contract transfers. Larger contracts will come to the board for review. Currently up for review are the IT’s Managed and Polaris contracts.

JCLI-JCLF MOU. The JCLI-JCLF MOU has been drafted and under review.

Form and administer the library district.

Resource list. JCLI staff has been working on a resource database of information from other Oregon library districts. This will be used by the Finance Committee and the Benefits task force.

NEXT MEETING
The next committee meeting was set for 10-11:30 am on Tuesday, September 5.

ADJOURNMENT
The meeting adjourned at 2:30 pm.

Respectfully submitted,

Teresa Stover, Interim Board Secretary
Josephine Community Library District