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

APPROVAL OF THE AUGUST 14 MINUTES. Judy Williams moved that the minutes of the August 14, 2017 Transition Committee meeting be accepted as written. Shad Shriver seconded. The motion passed.

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

- Develop the staffing plan and hire staff.
  - Hire the library director for a 10/1 start date. An employment contract and job description are being finalized. JCLI will hire an interim executive director for JCLI-specific HR and finance responsibilities until JCLI dissolves.
  - Adopt the employee benefits package. The Benefits Task Force has drafted a starting point for health, retirement, and leave benefits. Its goal is to have approval of the broad outlines of the package at the September 14 board meeting, with the full package developed sometime in October.
  - Start implementing the staffing plan. The committee recommends that the board accept the staffing plan at the September 14 meeting. After recruitment starts, it’s recommended that recruitment progress be reported at each board meeting.

- Develop and adopt policies.
  - Establish the library card fee schedule. It was reported that the board has approved the library card fee schedule for library users outside the district. This schedule will be incorporated into an Operations policy.
  - Adopt high-priority finance policies. Ms. Lasky has drafted high-priority finance policies, which are being reviewed by Director Harelson.
  - Adopt HR policies. The committee recommends that the board review and adopt district HR policies by September 28.
  - Facilitate and communicate the library district annexation process. The district has committed to establishing the annexation process by October 31, working with County Legal which will develop the form and process. The committee discussed the demand of library patrons outside the district. The committee will request that the board authorize an annexation task force to facilitate and communicate the process.
• Set up financial structures.
  o **Form the finance and budget committees.** The committee volunteer application is complete and recruitment can begin. The Finance Committee is to be formed by mid-September and the Budget Committee by mid-October.
    **Action item:** Ms. Stover will write a scope summary for both committees.
  o **Adopt the FY18 budget.** After the Budget Committee is formed, the library director will present the FY18 budget for approval by mid-November.

• Transition assets and responsibilities from JCLI to JCLD.
  o **Request county assets.** Ms. Lasky reported that she will meet with County Commissioner Dan DeYoung on September 5 about the request.
  o **Request JCLI assets.** The JCLI assets inventory is complete. The committee agreed that values need not be assigned in the inventory. The district will write a request for assets and submit it to JCLI. The committee discussed intellectual property as part of JCLI assets, including logos, marketing, files, programs, and acceptance of liability for employees. The committee discussed JCLI assets in its balance sheet.
    **Action:** The JCLI Finance Committee will discuss Total Assets in the JCLI balance sheet.
  o **Transfer contracts.** There was nothing to report on this item.
  o **JCLI-JCLF MOU.** The JCLI-JCLF MOU has been accepted by both parties. JCLD and JCLF will develop an MOU or grant agreement on fundraising.
    **Action:** Ms. Lasky and Ms. Stover will write a grant agreement that JCLF can consider for its grant to the district for the Partnership Manager and other fundraising activities.

• **Form and administer the library district.**
  o **Secure insurance.** Liability insurance is now secured.

• **Communicate with stakeholders.**
  o **Communications plan.** Ms. Lasky will present the overview to the board.
  o **Survey.** Coraggio Group will provide the survey insight report soon.

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

**ADJOURNMENT**
The meeting adjourned at 11:30 pm.

Respectfully submitted,

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