Josephine Community Library District  
Transition Committee Minutes  
Monday, September 18, 2017 at 10:00 am  
Main Reading Room, Grants Pass Branch Library

**Members in attendance:** Shad Shriver, Donna Robinson, Judy Williams, John Harelson, Kate Lasky, Teresa Stover

**Members absent:** None.

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

**APPROVAL OF MINUTES.** Mr. Shriver moved that the minutes of the September 5, 2017 meeting be accepted. Ms. Robinson 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 10/9 start date.** An employment contract has been negotiated and is now under final review.
  - **JCLI to hire interim executive director.** JCLI will contract with JCLI board member Karin Callahan to serve as interim executive director for JCLI-specific HR and finance responsibilities until JCLI dissolves. JCLI will vote on Ms. Callahan’s contract at its September 21 board meeting.
  - **Determine district library director hours for JCLI.** Ms. Robinson pointed out that when Ms. Lasky becomes the district library director, she’ll still be overseeing day-to-day library operations and managing other current JCLI responsibilities. Therefore, her role will, by necessity, continue to be a job-share arrangement.
  - **Transition and recruit staff.** Ms. Lasky will develop a dissolution calendar to share with JCLI staff, along with the calendar of JCLD job postings.  
    **Action:** Ms. Lasky will work with HR Answers to learn more about successor employer responsibilities and to develop an employee transition plan.  
    **Action:** Ms. Lasky will verify with JCLI’s attorney what the requirements are about “laying off employees” and the need for a layoff letter.
  - **Adopt the employee benefits package.** The Benefits Task Force is presenting its recommendations health, retirement, and leave benefits to the board this week.
  - **Start implementing the staffing plan.** Ms. Lasky will research responsibilities of JCLD as a successor employee. Recruitment starts in October.
  - **Report on transition administrator contract.** Ms. Stover will develop an estimate of remaining costs and work for the rest of the year until the position is phased out.
  - **Set up a payroll service.** Ms. Stover will follow up on the work started by Mr. Harelson to engage ADP as the district’s payroll service.

- **Transition assets and responsibilities from JCLI to JCLD.**
  - **Request county assets.** The library’s request for asset transfer will be considered in the Board of County Commissioners Administrative session on September 19.
- **Request JCLI assets.** The JCLI assets inventory is complete. Ms. Stover will draft the request for assets from JCLI.

- **Transfer contracts.** The JCLI’s contract for property and general liability expires in November, but unlike other contracts, JCLI must renew this one until JCLD assumes operations of the library, including the lease. Ms. Lasky will bring the IT’s Managed contract to the board this week. The Polaris ILS contract will go to attorney review this week, and then to the board.

- **Formalize the fundraising relationship between JCLD and JCLF.** The group discussed a letter of request to outline the fundraising resources shared through the JCLF grant. The group discussed how JCLD and JCLF can develop short- and long-term fundraising goals while JCLI transitions the end-of-year fundraising drive to JCLF.

  **Action:** Ms. Lasky and Ms. Stover will draft a letter of request to JCLF regarding its grant for the Partnership Manager and fundraising expenses.

  **Action:** Ms. Lasky will discuss with Coraggio Group the possibility of a joint strategy workshop (perhaps on November 9) for the boards of JCLD and JCLF to set big-picture fundraising goals.

- **Develop short- and long-term operations plans.** The group determined that the work of this committee constitutes the short-term operations plan. After the district board adopts its strategic plan, it will work with Coraggio Group to develop the long-term (12- to 18-month) operations plan.

  - **Set up financial structures.**

    - **Form the finance committee.** Ms. Lasky will recruit and convene the finance committee as her “brain trust” to draft the district’s FY18 budget by mid-October.

      **Action:** Mr. Harelson, Ms. Lasky, and Ms. Robinson will hold a pre-Finance Committee meeting to discuss municipal budget structure and how it drives the development of the chart of accounts.

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

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

    - **Join the Local Government Investment Pool (LGIP).** Mr. Harelson and Ms. Stover will work together on setting up the district’s LGIP account.

    - **TechSoup and Quickbooks.** Ms. Stover will set up a TechSoup account and then purchase Quickbooks as the district’s accounting system.

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**NEXT MEETING**
The next committee meeting was set for 10 am on Monday, October 5.

**ADJOURNMENT**
The meeting adjourned at 11:40 am.

Respectfully submitted,

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