Josephine Community Library District
Board Regular Meeting Minutes
Thursday, October 12, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams
Members absent: None.
Staff present: Library Director Kate Lasky, Transition Administrator Teresa Stover

CALL TO ORDER. President Samson called the meeting to order at 5:15 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.

Approval of September 28 meeting minutes. The board reviewed the recent minutes. 
Motion: Ms. Roberts moved that the minutes to the September 28, 2017 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Approval of October 6 workshop minutes. The board reviewed the minutes to the joint fundraising meeting with the Josephine County Library Foundation and the district. 
Motion: Ms. Williams moved that the minutes to the October 6 board workshop be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Approval of bills. Ms. Samson referred to the Approval of Bills table, which listed an invoice payable to Stover Writing Services. 
Motion: Mr. Harelson moved that the invoice be approved for payment. Ms. Williams seconded. The motion passed with a unanimous vote.

Public comment. There were no public comments.

Correspondence. The district received the 2017-18 Tax Distribution Percentages from the Josephine County Treasurer. For the library district, the amount to collect is $1,358,236.39, and the percentage of overall tax collected is 0.0172. Mr. Harelson stated the district will not receive the full amount, but this is the amount that will be billed.

REPORTS
Library Director’s report. Ms. Lasky summarized progress on the JCLI Transition Work Plan.
• The high-priority finance and personnel policies are drafted and ready for board review. The board will be reviewing policies at every meeting for the foreseeable future.
• The Josephine County Library Board of Trustees met on October 10, 2017, and passed a motion to recommend to the Board of County Commissioners (BOCC) that library trust funds be transferred either to the Josephine County Library
Foundation (JCLF) or to the library district. It also passed a motion to recommend that after the funds are transferred to dissolve the Library Board of Trustees.

- The FY18 budget is being drafted with a goal of presenting it to the first Budget Committee meeting in November. Mr. Harelson offered his assistance.
- About the time tax bills are mailed to property owners, a press release will be sent to let people know the library will be on their tax bill, and what they can do if it’s not on the bill, and that people can annex in and donate to the library.

  **Action:** Ms. Lasky will confirm the date of the tax bill mailing.
- Ms. Lasky will be at the Southern Oregon Library Federation meeting October 13.

**Staff recruitment update.** The Public Services Director job was posted on October 2 and is open through October 23. If the board approves three more job descriptions tonight, those jobs will post Monday. JCLI staff have been informed of the recruitment schedule.

**Transition Administrator’s report.** Ms. Stover summarized Transition Work Plan progress.

- With Ms. Lasky now the district’s library director, Ms. Stover will continue board support with the packet and minutes, and will continue project management on transition activities, all under Ms. Lasky’s direction. Mr. Harelson noted that the bylaws and statutes should be checked to see if board action is required to transfer the duties of board secretary from Ms. Stover to Ms. Lasky, or for Ms. Lasky to delegate board secretary duties to Ms. Lasky while retaining responsibility.

  **Action:** Ms. Stover will research the issue and report at the next board meeting.
- Current priorities include onboarding Ms. Lasky as a district employee, with the necessary paperwork, payroll, worker’s compensation, computer workstation with accounting software, and banking and credit card authorization. Ms. Williams followed up on a previous question about public contracting rules: under $10,000, no bid process is required; for $10,000 to $150,000, an informal bid process is required, and over $150,000, a formal bid process is required.
- At the October 5 strategic planning workshop, the board discussed values, vision, mission, reputation, and position in the community. At the October 26 strategic planning workshop, the board will develop imperatives (what must be accomplished), objectives (how to measure success), and initiatives (collective transformative actions). The board will review the strategic plan at its November 9 meeting, with action to be taken at its November 16 meeting. After the plan is adopted, district staff will use it to develop its 12- to 18-month operational plan.
- When Ms. Stover spoke with the district’s legal counsel Charles Bolen to let him know that Ms. Lasky is now library director and a key point of contact, he commended the board for starting the district so properly and so efficiently.

**ACTION ITEMS**

**Authorized signers on People’s Bank account.** Ms. Samson presented Resolution 2017-021 designating authorized signers on JCLD bank accounts. The resolution adds Ms. Lasky to and removes Ms. Stover from the list of authorized signers, in accordance with policy, which specifies that check-signing authority is limited to the Library Director,
Board President, Board Vice-President, and one other board member. The board discussed whether this People's Bank action affects contacts and permissions on the local government investment pool (LGIP). It was noted that transfers from the LGIP account can only go to the People's Bank account, so it's very secure.

**Action:** Ms. Stover will review the LGIP paperwork to see whether this authorization impacts LGIP contacts and permissions, and will report at the next board meeting.

**Motion:** Mr. Harelson moved to accept Resolution 2017-021 to designate authorized signers on JCLD bank accounts. Mr. Ellison seconded. The motion passed unanimously.

**Polaris integrated library system license agreement.** Ms. Samson presented the Innovative Interfaces, Inc. Perpetual License Agreement for the Polaris integrated library system (ILS). She had discussed the contract with district legal counsel, who said that while the contract is under New York jurisdiction, the contract has no red flags and is acceptable. Pricing is for $23,000 for the year. Pricing fluctuates yearly based on circulation. The board discussed the contract being under New York jurisdiction, but also noted that the contract can be terminated with 30 days' notice.

**Motion:** Ms. Roberts moved to authorize Ms. Lasky to sign the Polaris license agreement as written. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for business manager.** Ms. Lasky presented the job description. She noted that the business manager is an exempt employee and would supervise the maintenance coordinator. The board suggested that “Maintain the financial health of the organization” be changed to “Monitor the financial health of the organization.”

**Motion:** Mr. Harelson moved to accept the job description for business manager with the suggested change. Mr. Ellison seconded. The motion passed unanimously.

**Job description for cataloging manager.** Ms. Lasky presented the district cataloging manager job description. She noted that the cataloging manager is a non-exempt employee, with no direct staff reports, although the position oversees 15-25 volunteers weekly. The board suggested that under “Qualifications,” the item “Ability to work effectively and diplomatically under pressure” should be added.

**Motion:** Ms. Roberts moved to accept the job description for cataloging manager with suggested changes. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for collection development librarian.** Ms. Lasky presented the district collection development librarian job description. She noted that the collection development librarian is a non-exempt employee, with no direct reports. The board discussed non-exempt employees on salary. The board suggested that “adult fiction” be added to the Summary of Position.

**Motion:** Mr. Ellison moved to accept the job description for collection development librarian with the suggested changes. Ms. Williams seconded. The motion passed with a unanimous vote.
Financial management policies. Mr. Harelson introduced the financial management policies for its first reading by the board. He stated that Ms. Lasky had drafted the policies and he suggested changes. He said this set ensures proper financial controls.

The board discussed the requirement in Policy 2-2, Control Policies and Procedures, item 14, to “take a vacation of at least five consecutive business days” and decided to change it to “…spend a minimum of five consecutive business days per year away from their duties and with no access to the accounting system.” It was noted that two weeks would be ideal. Rather than dictating how employees use vacation, job rotation or professional development away from the office would fulfill the requirement.

Also in Policy 2-2, item 3, regarding segregation of financial duties, the board discussed the phrase “As much as is practical.” Because of the small staff, this phrase will be retained, but will be revisited. It was suggested that auditors can help with ideas on how to implement segregation of duties with a small staff, like having the board assist.

In Policy 2-3, Cash and Purchasing, item 1, the board discussed the need for two signatures for each check. It was noted that two signatures are required by statute. The board also discussed whether check-signing authority could be extended to one other staff member besides the library director.

**Action:** Ms. Lasky will make the suggested changes to the policies and present them at the next board meeting for the second reading and possible action by resolution.

Personnel policies. Ms. Lasky presented the personnel policies to the board for its first reading. She pointed out that these are the high-priority personnel policies that are required for legal compliance now that the district has staff.

In Policy 4-2-1, Employee Status, the board discussed whether “temporary employees” are defined by a duration. The board also discussed whether the term “full-time” should be defined by hours.

In Policy 4-3-1, Work Week, Working Hours, and Overtime, the board discussed compensatory time for government divisions like the library district.

**Action:** Ms. Lasky will research compensatory time, including limitations and the number of hours that can be taken on termination payout, the management point of view including tracking, and will also check with HR Answers.

In Policy 4-3-2, Health Insurance and Retirement Benefits, the board asked that the time after which employees are eligible for the retirement plan be added, and agreed that one year is typical. The insurance eligibility will be corrected to start after 60 days.

In Policy 4-5-1, Vacation, the board suggested that the pay period be stated, and that the last column of the vacation accrual be completed. The board discussed the vacation cap of one time the annual accrual, and suggested that it be more generous.
The board also discussed the date when forfeiture occurs because of the cap, for example, December 31, June 30, or the employee’s anniversary date. The board suggested deleting “The library director may extend accruals for an employee in special circumstances.”

In Policy 4-5-2, Holidays, the mention of “compensatory time” should be deleted.

In Policy 4-5-3, Sick Leave, the board discussed the sick leave accrual cap of 120 hours. Ms. Lasky noted that this policy maps to Oregon state law. She also noted JCLI employees hired by the district will have their sick leave accrual carried over to their district accrual to the cap of 120 hours. The board agreed that JCLI employees hired by the district will be permitted to use sick leave immediately rather than wait 90 days.

The board pointed out additional typographical errors to be corrected. **Action:** Ms. Lasky will make the suggested changes to the policies and present them at the next board meeting for the second reading and possible action by resolution.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Transition Committee update.** Ms. Williams referred to the JCLI-JCLD Transition Committee update memo dated October 11, 2017, and said all points have already been covered. She suggested that this report might no longer be needed.

**Annexation Communication Task Force report.** Ms. Roberts referred to the September 29, 2017 Annexation Communications Task Force meeting summary. She said this meeting, which was attended by members of the task force (Ms. Roberts, Ms. Lasky, and Pat Fahey) and the Josephine County Legal Counsel, Assessor, and Clerk, covered specifics of the annexation process. Wally Hicks committed to completing annexation instructions and the form by October 31 and will also send Ms. Lasky language on opting out of the district which can be shared with the public. The participants determined that a letter to owners of split tax lots is not necessary after all. Ms. Roberts shared the Annexation Process Timeline with the board.

**Josephine County Library Foundation liaison update.** Ms. Roberts reported on the joint fundraising meeting between JCLF and the district board that took place October 6, 2017. She said the meeting resulted in the two groups aligned for the end-of-year fundraising drive. The letter and other communications about the drive will focus on three priorities (scholarships, renovations, and new buildings). The district will also develop a grant project proposal to the foundation which will outline the activities and budget of the fundraising partnership between the two organizations.

**ANNOUNCEMENTS**

Ms. Lasky announced that she and Mr. Ellison were invited to speak on a panel about law library and public library partnerships in rural communities at the April Oregon Library Association conference in Eugene.
Ms. Lasky has also been asked to speak on a panel at the Women’s Leadership Conference on November 2 in Grants Pass hosted by the Women’s Leadership Council.

**Date and agenda items for next regular meeting.** The next regular meeting will be at 5:15 pm on Thursday, October 19. Agenda items will include the second reading of the financial management policies and personnel policies, job descriptions for Reference Librarian and Volunteer Coordinator, and the IT Plan presentation.

**Comments from board members.**
Ms. Roberts congratulated Ms. Lasky on her first board meeting as the district’s library director.

Ms. Roberts also announced that she will not be in town for the November 16 meeting, but can phone in to the meeting. The board discussed public meeting requirements regarding electronic participation. Ms. Samson and Ms. Williams stated that at their SDAO board training, they were clear that phoning in to meetings was permissible.

**ADJOURNMENT**
The meeting adjourned at 7:37 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District