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 October 26 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Mr. Harelson moved that the minutes to the October 26, 2017 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Approval of October 26 workshop minutes. The board reviewed the minutes to the strategic planning workshop.
Motion: Ms. Williams moved that the minutes to the October 26 board workshop be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Public comment. There were no public comments.

Correspondence. There was no correspondence.

REPORTS
Library Director’s report. Ms. Lasky pointed out the Library Director’s Report dated November 9, 2017 and the Transition Work Plan Update of November 8, 2017, and asked if anyone had questions. The following are highlights:

- Board members were reminded to send their RSVP to the all-board member celebration on November 12 at The Bohemian Bar & Bistro.
- The business manager of the Baker City Library District will help the district set up QuickBooks and the chart of accounts on December 4-6. She has 25 years of experience and is a former auditor. After this setup is complete, the district will be able start its accounting.
Norma Singer started as the district’s Public Services Director on November 6. Michael Grutchfield has accepted the position as the district’s Collection Development Librarian.

The end-of-year fundraising letter will be mailed by the Josephine County Library Foundation on December 1.

**ACTION ITEMS**

**Strategic plan draft.** On the phone, Michael Kosmala of Coraggio Group introduced the 2017-2020 Strategic Direction document dated November 9, 2017. He reviewed the history of the project, including the planning meetings and the survey gauging library use and perception. He summarized how the board developed its vision, mission, values, reputation, and position (strategic clarity), along with the five imperatives with the corresponding objectives and initiatives for the next three years.

The board reviewed the elements of the strategic direction, with each board member amplifying rationale. Ms. Lasky pointed out that the Imperatives, Initiatives, and Objectives might also be thought of as Goals, Projects, and Measurements.

**Motion:** Mr. Ellison moved that the JCLD 2017-2020 Strategic Direction be adopted as distributed. Ms. Williams seconded. The motion passed with a unanimous vote.

**Library operations contracts.** Ms. Lasky presented the Contractor and Vendor Services Transfers memo dated November 9, 2017. It was pointed out that because of her purchasing authority as designated by the financial management policies, Ms. Lasky already has the authority to sign the dozens of other contracts. The board briefly discussed the list of six vendors for approval.

**Motion:** Mr. Harelson moved that Ms. Lasky be authorized to transfer and execute the library operations agreements listed in the spreadsheet according to Resolution 2017-029. Ms. Williams seconded. The motion passed with a unanimous vote.

**Job description for children’s librarian.** Ms. Lasky presented the children’s librarian job description. She said that the decision whether the children’s librarian will be purchasing or advising on children’s collection development will be made by April 2018.

**Decision:** In response to a query by Ms. Lasky, the board determined that changes to job descriptions should come back to the board for approval when there are substantive changes (not typographical corrections), at least for the next year or two.

**Motion:** Ms. Roberts moved to accept the job description for children’s librarian as distributed. Mr. Ellison seconded. The motion passed unanimously.

**Job description for branch manager.** Ms. Lasky presented the branch manager job description. This job description will serve three positions: the Illinois Valley Branch Manager, Williams Branch Manager, and Wolf Creek Branch Manager.

**Action:** Under Qualifications, “financial management” will change to “management.”

**Motion:** Mr. Ellison moved to accept the job description for branch manager with the suggested change. Ms. Roberts seconded. The motion passed with a unanimous vote.
Budget Committee. Ms. Stover presented the Budget Committee memo dated November 9, 2017, and distributed the volunteer committee applications for the five candidates: Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf. She asked the board to confirm a Budget Committee meeting for 5:15 pm on Thursday, November 30. Mr. Harelson further pointed out that at that meeting, Ms. Lasky will do an informal presentation of the FY18 budget, asking the Budget Committee for its advice and feedback. She’ll also have a calendar for the FY19 budget process, which is likely to include three meetings for the budget message, discussion, and approval by early May.

Ms. Samson asked the Budget Committee candidates present as guests if they had comments. Mr. Meredith suggested it would be helpful to have the financial history of JCLI available at the November 30 meeting.

Action: The Budget Committee meeting will be held at 5:15 on Thursday, November 30 in the Ben Bones Room. Ms. Stover will send the public meeting notices.

Motion: Ms. Williams moved to close Budget Committee recruitment and to prepare a resolution to appoint Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf to the JCLD Budget Committee. Mr. Harelson seconded. The motion passed unanimously.

Personnel policies. For the board’s first reading, Ms. Williams presented personnel policies 4-2-6 Anniversary Date and Performance Evaluation, 4-5-1 Vacation, 4-8-1 Nondiscrimination, 4-8-2 Harassment, and 4-8-3 Bullying. Regarding policy 4-5-1 Vacation, Ms. Williams pointed out that it had been reviewed and approved previously, but language regarding vacation benefits and probationary period needed to change. Regarding policy 4-2-6 Anniversary Date and Performance Evaluation, Mr. Harelson stated that new employees will have their three- to six-month goals and objectives set ahead of their performance evaluations. The board discussed the probationary period and at-will employment. It also discussed the Nondiscrimination, Harassment, and Bullying policies. It was suggested that other examples of harassment policies be researched, including those from the American Library Association.

Action: On Policy 4-8-3 Bullying, the word “evil” will be deleted. Mr. Ellison will draft an alternative version of Policy 4-8-2 Harassment.

COMMITTEE AND BOARD MEMBER REPORTS

Property tax collections. Mr. Harelson reported on the process for property tax collections, referencing his memo titled “District Property Tax Collections for Fiscal Year 2017-18” dated November 6, 2017. The first distribution is expected to be deposited into the JCLD local government investment pool account on November 14. He distinguished between the amount to be billed versus the amount to be collected. Mr. Harelson projects that the assessed values are expected to increase by 4.5 percent for FY19. The board thanked Mr. Harelson for the explanation and background.

Action: Mr. Harelson will provide the tax instrument he used to Ms. Lasky to help with budget development.
Transition Committee update. Ms. Williams and Mr. Harelson referred to the Transition Work Plan Update dated November 8. The Transition Committee has been discussing wage ranges and the compensation plan, which indicates that employee raises will be based on quantitative measures against employee goals and objectives and job descriptions. The board discussed whether the compensation plan should be approved by district legal counsel. It will be reviewed by HR Answers through SDAO. The board also discussed the SDAO Safety and Security grant, to which the district will request funding for security fencing at the Illinois Valley branch.

ANNOUNCEMENTS

Date and agenda items for next regular meeting. The next regular meeting will be at 5:15 pm on Thursday, November 16. Agenda items will include the second reading of the personnel policies, the resolution to appoint the Budget Committee members, and appointing the Budget Officer.

Comments from board members. There were no additional comments from board members.

ADJOURNMENT

The meeting adjourned at 6:40 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District