Josephine Community Library District
Transition Committee Minutes
Wednesday, November 1, 2017 at 10:00 am
Ben Bones Room, Grants Pass Branch Library

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

CALL TO ORDER. The committee meeting started at 10:05 am.

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the October 18, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

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

- Transition assets and responsibilities from JCLI to JCLD.
  - Transfer contracts. Ms. Lasky distributed a spreadsheet of about 50 vendors who provide services to the library. The spreadsheet includes the service description, terms and payment dates, whether they’re a single-source provider, annual cost, and deadline for the contract transfer or replacement. The committee determined that the board should review the lease agreement with Josephine County when it’s ready. The committee discussed the library director’s $3,000 purchasing limits according to the approved financial management policies. It also discussed personal services contracts for grant writing, graphic design, strategic planning, and other contractors and consultants.
    Action: Ms. Lasky will revise the spreadsheet to separate the vendors who provide library services (books, online databases, etc.) from the ones who provide standard business services (advertising, utilities, insurance, etc.), and present it for review and discussion at the November 9 board meeting.
    Action: In January 2018, Ms. Lasky will develop an operating procedure for contract approval which will outline the process for contract review, including audit, insurance, and legal considerations.
    Action: In early 2018, Ms. Lasky will develop a grants policy that works with the strategic and operating plans, and specifies that the library director will have the authority to accept grants that fit within the strategic plan. The board will be informed of grant relationships.
  - Activate property insurance. Because the district is purchasing computer equipment and furniture, property insurance is needed now. Full coverage on buildings will be added when the lease agreements are transferred.
    Action: Ms. Stover will contact Hart Insurance to activate property insurance to cover up to $10,000 in equipment and furniture.

- Develop and adopt policies.
  - Facilitate and communicate the annexation process. County Legal had committed to completing the annexation process and forms by October 31. Ms. Lasky is in contact with County Legal, and the work will be started soon.
• Set up financial structures.
  o **Adopt FY18 budget.** Ms. Lasky is developing the FY18 budget. The JCLI transition grant will be reflected in the budget’s special projects account. The budget will take effect upon board adoption, which could happen in early December.
  **Action:** Ms. Stover will provide a weekly transition budget update to Ms. Lasky.
  o **Form the Budget Committee.** The five appointees to the Budget Committee have been recruited, and are Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf. Ms. Stover distributed the Budget Committee Scope of Work. The first meeting of the Budget Committee—which consists of the five elected district board members and the five appointees—is scheduled for November 30 pending board approval. This meeting will be an informal orientation in which members will be introduced to the FY18 budget and learn about the FY19 budget development process.
  **Action:** Ms. Stover will follow up on the appointees’ committee volunteer applications and present them to the board for action.
  o **Develop the staffing plan and hire staff.**
    o **Implement the staffing plan.** JCLI Operations Manager Norma Singer has been hired as the JCLD Public Services Director and will start November 6. The Business Manager, Cataloging Manager, and Collection Development Librarian positions close November 6 and interviews will take place throughout that week.
    o **Develop the staff compensation schedule.** Ms. Lasky presented a draft of the Employee Compensation Plan, which included background on wage ranges, cost-of-living adjustments (COLA), merit-based pay increases, the Employee Performance Evaluation form and the Performance Improvement Plan. The committee briefly discussed the issue, and decided to convene a meeting of the Benefits Task Force to discuss the compensation plan in detail.
    **Action:** The Benefits Task Force (Ms. Williams, Mr. Harelson, Ms. Lasky, and Ms. Stover) will meet 2-3:30 on Monday, November 6 to discuss the compensation plan in detail, including COLA and merit pay.

NEXT MEETING
The committee decided that the next meeting will be called when needed.

ADJOURNMENT
The meeting adjourned at 11:40 am.

Respectfully submitted,

[Signature]

Teresa Stover for Kate Lasky, Board Secretary
Josephine Community Library District