Josephine Community Library District
Board Regular Meeting Minutes
Thursday, November 16, 2017 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Beecher Ellison, Judy Williams, Jennifer Roberts (by phone)
Members absent: John Harelson
Staff present: Library Director Kate Lasky, Transition Administrator Teresa Stover
Guests: Bill Kohn, Joanne Stumpf, Nancy Hitchcock

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 November 9 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Williams moved that the minutes to the November 9, 2017 board meeting be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

Public comment.
- Joanne Stumpf, Grants Pass resident thanked the board for inviting her to be on the Budget Committee. She expressed concern about the transparency of the Budget Committee recruitment process, and said it’s critical that the board’s actions maintain the support of residents.
- Bill Kohn, Grants Pass resident thanked the board for inviting him to be on the Budget Committee. He said he has spoken with several within and outside the district organization, and is now adequately satisfied with the committee recruitment process.

Correspondence. There was no correspondence.

REPORTS
Library Director’s report. Ms. Lasky reviewed the Library Director’s Report dated November 16, 2017 and the Transition Work Plan Update of November 14, 2017. The following are highlights:

- All board members are invited to the volunteer appreciation holiday party on Saturday, December 9. Ms. Lasky stressed that board presence is important for continuing volunteer engagement through the transfer of leadership. At this event, board members may chat with individual volunteers about their vision for library services. The event will include catered plus potluck dishes, and about 90 volunteers typically attend.
**Action:** Ms. Lasky will work with Ms. Samson to develop an appropriate thank-you for volunteers and the staff from the district board.

- Michael Grutchfield has been hired as Collection Development Librarian and Kris Gleisner has been hired as the Cataloging Manager. Both candidates start Monday, November 20. Because they both purchase for the library collection of books and other materials, the district will then start paying collection costs.
- Ms. Lasky reviewed the November 30 Budget Committee agenda. She reiterated that for this initial orientation meeting, the Budget Committee is not required to vote on the FY18 budget. Starting with the FY19 budget, the more formal process will be followed, with multiple meetings and a final vote of budget approval.
- The JCLI board party including current and former board members as well as the steering committee and staff members was held Sunday, November 12. Ms. Samson said it was a great reunion with lots of conversations and memories.
- Ms. Lasky said her highest priorities are hiring staff before year-end and developing the budget for the November 30 Budget Committee meeting.
- The first tax distribution is deposited in the district’s local government investment pool (LGIP) account. More deposits will take place over the next three weeks.
- The business manager from Baker City Library District will consult with the district December 4-6 to help set up the QuickBooks accounting system and chart of accounts, and to also provide mentoring and training.
- Ms. Lasky reviewed the key fundraising messages for the end-of-year fundraising drive being conducted by the Josephine County Library Foundation.
- A final strategic planning wrap-up session with Coraggio Group will be scheduled in December.

**ACTION ITEMS**

**Personnel policies.** Ms. Samson pointed out that Mr. Ellison had offered another version of a Harassment policy which combines the elements of policies 4-8-1 Nondiscrimination, 4-8-2 Harassment, and 4-8-3 Bullying. She suggested that because of the extent of the potential change, the policies should be referred back to the Policies Task Force to follow the same process before they are presented to the board. Policies 4-2-6 Anniversary Date and Performance Evaluation and 4-5-1 Vacation were presented for their second reading. It was noted that at the first reading of these at the November 9 board meeting, no changes were requested.

**Motion:** Mr. Ellison moved to approve policies 4-2-6 Anniversary Date and Performance Evaluation and 4-5-1 Vacation. Ms. Williams seconded. The motion passed unanimously.

**Budget Committee appointees.** Ms. Samson reviewed Resolution 2017-031 to approve Budget Committee appointees. The board discussed the staggered terms, and decided that they should end with the fiscal year. Recruitment for new members would take place by January of the year, the Budget Committee would meet in spring, and its work would complete on June 30. The text of the resolution was amended to read “...and that their terms must be staggered with terms ending on June 30 of each year.”
Motion: Mr. Ellison moved that Resolution 2017-031 to approve Budget Committee appointees (Bill Kohn, Jay Meredith, Tom Miller, Jim Polk, and Joanne Stumpf) be adopted as modified. Ms. Williams seconded. The motion passed unanimously.

Appointment of Budget Officer. Ms. Samson announced that according to Local Budget Law, the board must appoint the budget officer, and that this person should be the library director. The budget officer presents the budget message and is the point of contact for the budget. The budget officer is not the chair of the Budget Committee. 

Motion: Ms. Williams moved to appoint Library Director Kate Lasky as Budget Officer. Mr. Ellison seconded. The motion passed unanimously.

Job description for Partnership Manager. Ms. Lasky presented the partnership manager job description. She pointed out the correction that this is an exempt position. This position is also known as an outreach or marketing manager, and is responsible for relationship building and managing large partnerships in the community, for example, with Rogue Community College, the school districts, and the Public Health Department. Such partnerships need constant facilitation with partnership agreements and clear roles and responsibilities. One of the library’s big successes is the development of community partnerships, and this position will help this continue with the district.

Motion: Ms. Williams moved to accept the job description for partnership manager as distributed. Mr. Ellison seconded. The motion passed unanimously.

Job description for Maintenance Coordinator. Ms. Lasky presented the Maintenance Coordinator job description, distributing a more recent version which includes updated qualifications. This is a full-time job with responsibility for all four branches.

Motion: Mr. Ellison moved to accept the job description for facility maintenance coordinator as distributed. Ms. Williams seconded. The motion passed unanimously.

Job description for Communications Coordinator. Ms. Lasky presented the Communications Coordinator job description. This is a full-time position which reports to Partnership Manager, and is responsible for managing the communications platform, which includes press releases, e-newsletter, emails, social media, coordination with the contract graphic designer, and coordinating with branch managers to ensure consistent use of branding and messaging.

Motion: Mr. Ellison moved to accept the job description for communications coordinator as distributed. Ms. Williams seconded. The motion passed unanimously.

Mr. Ellison asked if these three positions are filled. Ms. Lasky said that according to the staffing plan that the board reviewed in September, recruitment begins only after the board approves the job descriptions. The openings for the three job descriptions will be posted on November 20. Hiring decisions are expected by mid-December, with start dates of January 2. Mr. Ellison asked how the jobs are posted. Ms. Lasky said that they’re posted on the library website and publicized through social media. Certain jobs are
sent to library organizations and professional associations as applicable. Ms. Lasky also explained the candidate assessment process.

**MOU Progress Report #2 to JCLI.** Ms. Stover presented the JCLI-JCLD MOU Progress Report #2 dated November 16, 2017. This report fulfills one of the reporting requirements of the JCLI-JCLD MOU. She reviewed activities in progress and completed, and also reviewed expenditures to date. After board approval, this report will be submitted to the JCLI Interim Executive Director, who will present it to the JCLI Board at its next meeting on December 13. The final progress report to JCLI is due January 1, 2018.

**Motion:** Ms. Williams moved to approve the submission of the JCLI-JCLD MOU Progress Report #2 as distributed. Ms. Roberts seconded. The motion passed unanimously.

**Library Development Program Proposal to the Josephine County Library Foundation.** Ms. Lasky presented the Library Development Program Proposal dated November 15, 2017. This proposal details the partnership between the district and the Josephine County Library Foundation (JCLF) on fundraising efforts from January 1 to June 30, 2018, and is a result of the JCLF request at the October 6 joint JCLD-JCLF fundraising meeting. While JCLF is assuming the JCLI fundraising operation including authorized donors from the database, JCLD would implement fundraising efforts on behalf of JCLF. The request is for JCLF to provide JCLD with a $40,000 grant. Costs are based on JCLI’s past expenses for fundraising costs, although the $20,000 for staff might be high. The proposal also includes training of JCLF volunteers on fundraising strategies. JCLD staff would track their fundraising work for JCLF. The partnership would be evaluated and possibly renewed around June 30 for FY19. The funds would be accounted for in the budget as a special project fund. JCLF will review this proposal at its next meeting.

**Motion:** Ms. Roberts moved to approve the submission of the Library Development Program Proposal to Josephine County Library Foundation as distributed. Ms. Williams seconded. The motion passed with a unanimous vote.

**ANNOUNCEMENTS**

**Date and agenda items for next meeting.** The Budget Committee will meet at 5:15 pm on Thursday, November 30. The next regular meeting will be at 5:15 pm on Thursday, December 7. The agenda will include the FY18 budget.

**Comments from board members.** There were no further comments.

**ADJOURNMENT**

The meeting adjourned at 6:09 pm.

Respectfully submitted,

[Signature]

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District