CALL TO ORDER. President Samson called the meeting to order at 5:20 pm.

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

Approval of November 16 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Williams moved that the minutes to the November 16, 2017 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Public comment. There was no public comment.
Correspondence. There was no correspondence.

ACTION ITEMS
FY18 Budget. Ms. Lasky reviewed the FY18 budget. All had been present for the November 30 Budget Committee meeting where the budget was introduced. At that meeting, there was constructive discussion, questions were answered, public comment was heard, and no changes were requested. She noted that while the new district in its first year is not required to be audited, the district will voluntarily submit to an audit. She added that having the strategic plan facilitated the budget development.
Motion: Mr. Harelson moved to approve Resolution 2017-032 to adopt the budget and make appropriations for FY18. Ms. Williams seconded. The motion passed unanimously.

Finance policy 2-3, Cash and Purchasing. Ms. Lasky requested that section 7 of Finance Policy 2-3 be revised to increase the purchasing limit from $3,000 to $5,000 for increased efficiency. Ms. Williams affirmed the efficiencies this increase will create.
Motion: Ms. Williams moved to approve policy 2-3, Cash and Purchasing with the suggested revision to a $5,000 spending limit. Ms. Roberts seconded. The motion passed unanimously.
Action: Mr. Harelson requested that within the next 60 days Ms. Lasky report on procedures for cash disbursements, referenced in Policy 2-3, section 1.
COMMITTEE AND BOARD MEMBER REPORTS

Library foundation liaison report. Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on December 5, 2017. It approved the Library Development Program Proposal submitted by the district, which makes possible a partnership between JCLF and JCLD, wherein the foundation sponsors library fundraising activities and pays the district to house the fundraising development staff and infrastructure through June 30, 2018. The grant from JCLF will be for $40,000, and the check is expected December 15. JCLF will hire Sue Beacham (the current JCLI fiscal coordinator) as its contract bookkeeper. The mailing for the end-of-year fundraising drive is complete and $2,000 in donations were received the first day. The goal is donor engagement rather than strictly dollars. The board discussed the progress of the transfer of trust funds from the county to the foundation.

Ms. Lasky added that the foundation is acquiring its own donor database. The board discussed donor outreach and tracking through the donor database and the Constant Contact email program.

Transition Committee update. Ms. Williams and Mr. Harelson referred to the JCLI-JCLD Transition Committee Minutes of the November 27, 2017 meeting. They updated the board on the staffing plan, benefits, accounting consultant, the RFP for the municipal audit firm, board use of library email accounts, and payment of the election bill. 
Action: Ms. Lasky will research public records and retention law for email accounts.
Action: The check for the election bill will be delivered in person.

Ms. Lasky updated the board on the annexation issue. She announced that staff is working with the county assessor to create instructions for annexation petitioners. Staff and volunteers will assist patrons in completing their annexation petitions. The first petitions are expected to come to the board for endorsement at the January 4, 2018 meeting. After that, the petitions are submitted to the Board of County Commissioner and are processed through the county legal, assessor, and clerk’s departments. Petitions must be to the Oregon Department of Revenue by March 31, 2018 for the property to be on the November 2018 tax rolls. The board discussed the criteria for approving annexation petitions and questioned the need for a policy.
Action: Ms. Lasky will research a potential policy and will include a memo about annexation approval criteria in the December 21 board packet.

REPORTS

Library Director’s report. Ms. Lasky reviewed the Transition Work Plan Update dated December 6, 2017. The following are highlights:

- All board members are encouraged to register for the SDAO conference. Board training is offered as part of the pre-conference session, which fulfills a strategic plan initiative. Ms. Lasky sent all board members an email about the conference.
• Christine Hawes of Baker County Library District spent December 4-6 helping staff set up the chart of accounts in QuickBooks, and noted policies and procedures for internal controls that will be instrumental in the district passing audits.
  
  **Action:** Ms. Lasky will present Ms. Hawes’ recommendations at the December 21 meeting.

• Regarding staffing, five jobs have been filled so far, and seven are in process. All open positions have now been announced.

• Staff will work with Coraggio Group to develop the operations plan.

• The Transition Administrator contract for $35,000 has been exceeded. Ms. Lasky recommended that the contract be extended, with payment coming from the district’s FY18 budget rather than the transition grant funds.
  
  **Motion:** Mr. Harelson moved that the district extend the contract for an additional $15,000 for a total of $50,000 through March 31, 2018. Ms. Roberts seconded. The motion passed unanimously.

• JCLI moved its board meeting to December 13.

• The contract for the Polaris integrated library system has been transferred as of December 1. Fines and fees owed to JCLI have been purged from the system.

• The board was encouraged to attend the volunteer appreciation holiday party jointly hosted by JCLI and JCLD on Saturday, December 7, 5:30-7 pm. About 90 people will be there, and will include catering, potluck dishes, wine, and beer. The board discussed concerns about alcohol consumption at the event.
  
  **Action:** Ms. Lasky will contact the district’s insurance carrier about events with alcohol on December 8.

  **Action:** Ms. Roberts confirmed that she will be present and will represent the district board in a thank-you to the volunteers.

**ANNOUNCEMENTS**

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, December 21. The meeting after that will be at 5:15 pm on Thursday, January 4, specifically to review annexation petitions.

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

**ADJOURNMENT**

The meeting adjourned at 6:02 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District