CALL TO ORDER. President Samson called the meeting to order at 5:16 pm.

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

Approval of December 07 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Roberts moved that the minutes to the December 07, 2017 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Approval of December 07 workshop minutes. The board reviewed the minutes to the last strategic planning workshop.
Motion: Ms. Roberts moved that the minutes to the December 07, 2017 workshop be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS
Library Director’s report. Ms. Lasky reviewed the Library Director’s Report dated December 21, 2017. The following are highlights:

- Ms. Lasky thanked Ms. Roberts for attending the volunteer appreciation event and for giving a short speech on behalf of the Board of Directors, expressing gratitude for the volunteers.
- During their Weekly Business Session on Wednesday, December 20, Josephine County Board of County Commissioners unanimously approved the transfer of county assets to JCLD and JCLF by December 31, 2017, along with a new lease agreement for the Grants Pass branch at the cost of $1 per year until 2020. Simon Hare was specifically instrumental in making this possible.
The Operations Plan was completed within two weeks. Time constraints continue to be an issue. Citing concern over work quality, Ms. Lasky wants to appropriately pace the progress of the Operation Plan. During the FY19 budget development process, Mr. Harelson will be asking for an update on how the budget is facilitating the Operations Plan.

**Action:** Library Director and Business Manager to identify current expenditures that promote the initiatives of the Operations Plan.

Hiring personnel remains one of the highest priorities. The Wolf Creek and Williams Branch Manager positions are still open. The current Wolf Creek Branch Manager has offered to remain as an interim until a permanent candidate is chosen.

According to the strategic plan and operations plan, board members are committing to participate in SDAO board training.

After creating new district branding, on April 1, 2018 the district will start charging for and issuing new library cards.

The board is to conduct an annual performance review of the library director. Mr. Harelson stated that this requirement should already be in the library director’s contract.

**Action:** Ms. Lasky will check the library director contract for the performance review requirement.

Check-writing and credit card procedures and a profit and loss statement will be provided in the next regular board meeting on January 18, 2018.

**Action:** Business Manager to provide payables procedures and a profit and loss statement in the board packet for the scheduled January 18, 2018 board meeting.

Today, December 21, the library is on the front page of The Daily Courier newspaper, with pictures and a complimentary article.

The Josephine County Library Foundation will work as the fundraising arm of the district.

The email Exchange server is migrating to hosted Exchange on January 5. All email accounts at josephinelibrary.org will be inaccessible from January 5–8.

JCLI’s funds that were budgeted for the contract with the the Craggio Group are not exhausted. Therefore, the contract is extended through February 28, 2018. With the extension the Craggio Group will provide metrics for JCLD objectives.

JCLI cannot transfer its assets to JCLD until well into the JCLI dissolution process, but JCLD can use the JCLI assets until then. JCLD’s property insurance is scheduled to start on January 1, therefore JCLI will cancel its property insurance at that time.

**Transition Work Plan Update, December 20, 2017** Ms. Stover announced that this is her last transition update because her last day as Transition Administrator is December 31, 2017. Ms. Lasky explained that there is a need to extend Ms. Stover’s contract for her services as a technical writer for writing the RFPs that are needed immediately.
Accounting Consultant Recommendations.
Christine Hawes of Baker County Library District spent December 4-6 helping staff set up the chart of accounts in QuickBooks, and presented examples of policies and procedures for internal controls that will be instrumental in the district passing annual audits.

Ms. Lasky reviewed the memo entitled Accounting Consultation from Baker County Library District. Results of the consultation are that the chart of accounts is in place, the “Class” function in QuickBooks is being utilized to track the different funds received by the district, and various internal controls are being adopted in preparation for the annual audit. The consultant recommended that a financial statement be provided to the Board of Directors at each meeting. The consultant provided a wealth of sample administrative material and has offered continued consultation at no additional cost. $2,000.00 was budgeted for this training but the actual cost was only $1,686.00.

Mr. Harelson advised utilizing the information that ADP provides in areas of Human Resources, payroll tracking, and compliance.

Final MOU progress report to JCLI - Ms. Stover reviewed the JCLI-JCLD MOU Final Report dated December 21, 2017. Under the terms of the MOU, the final report is supposed to be submitted by January 1, 2018.

Ms. Stover stated that the Transition Committee might meet one more time. Ms. Lasky reported that employees who were reviewing their transition work plans were surprised to discover that the majority of all the work is done. Ms. Stover said that the district is ready to run and govern the libraries, and stated that the grant expenditure report will be presented to the JCLI board on January 11. Then the JCLI board will specify direction for the balance of the grant funds. Mr. Harelson stated that since the MOU grant expenditures have been modified from the original amounts, it would be good for the JCLI board to sign off on this report which shows the current changes, to indicate that JCLI agrees with these amendments, for a proper audit trail. Ms. Lasky said that the JCLI board will be happy to do that. Ms. Stover also shared that all changes have been documented in the JCLD Transition Committee minutes for each meeting.

Action: Ms. Lasky will confirm the JCLI board members sign the current grant expenditure report, authorizing the current usage of the funds.

ACTION ITEMS
Annexation Petition Review. Ms. Roberts reviewed the district annexation process and petition approval criteria dated December 21, 2017. The board discussed the approval process.

Mr. Harelson voiced his concern that the board is certifying ownership of property. The board discussed that this is not the case, but that the board is simply endorsing that the petition has been considered by the governing board.
The board reviewed the six annexation petitions presented for approval.  
**Motion:** Mr. Ellison moved to accept and endorse/approve the six annexation petitions, named:

1) Brown Family Trust - Charles D & Brown, Marlene McFarlane trustees  
2) Callahan, Karin J  
3) Conley, Marvin E & Conley, Susan I  
4) Hall Liv Trust - Fred & Hall, Jean Trustees  
5) Milbradt, Dennis & King Amy  
6) Spratley, Stephen David & Spratley, Annette

Ms. Roberts seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

**Stover Writing Services Contract.** Ms. Lasky presented the Stover Writing Services agreement for consulting services.  
**Motion:** Mr. Harelson moved to terminate the old contract with Stover Writing Services as Transition Administrator for the district as of December 31, 2017, and moved to approve the new contract with Stover Writing Services as Technical Writer for the district as of January 01, 2017. Ms. Roberts seconded. The motion passed unanimously.

**Lease agreement with Josephine County for 200 NW C Street, Grants Pass.**  
Ms. Samson verified that this is the same contract as the one which currently exists with JCLI. Mr. Harelson noted that these lease documents have not been reviewed by the district’s legal counsel, and noted that the board is therefore assuming liability by approving the lease agreement with Josephine County for the property at 200 NW C Street in Grants Pass.  
**Motion:** Mr. Ellison moved to approve the lease agreement as presented. Mr. Harelson seconded. The motion passed unanimously.

**Quitclaim Deed for Josephine County for 209 W Palmer Street, Cave Junction.**  
Mr. Harelson stated that the assessor has a value on the land and property, and that this value should be incorporated into the district’s accounting records.  
**Action:** Business Manager to obtain the value for the property at 209 W Palmer Street, Cave Junction, from the assessor’s office.  
**Motion:** Mr. Harelson moved to approve the Quitclaim Deed as presented. Mr. Ellison seconded. The motion passed unanimously.

**Transfer of Williams Branch library building and library collections from Josephine County to the district, and sale agreement for personal property of Williams Branch library from Josephine County to the district, with signatures.**  
**Motion:** Mr. Ellison moved to approve the transfer and sale agreement as presented. Ms. Roberts seconded. The motion passed unanimously.
ANNOUNCEMENTS

Date and agenda items for next meeting. The next regular meeting will be at 5:15 pm on Thursday, January 4, 2018. The agenda will include review of additional annexation petitions, and the updated draft of the MOU final report.

Comments from board members.
Mr. Ellison announced that he will not be present at the Jan 18, 2018 meeting.

Regarding published board meeting notices, Mr. Harelson gave a reminder that the district is not bound to discuss only what is on the published agenda, and suggested that a disclaimer of this fact should be added to the published meeting notice.

Mr. Harelson recommended changing the board meeting from 5:15 pm to 12 noon. The board discussed the issue. Ms. Samson stated she is concerned about public access to meetings, and has been proud of the transparency of the district. Mr. Harelson withdrew his request.

ADJOURNMENT
The meeting adjourned at 6:54 pm.

Respectfully submitted,

Kevin Mee
Josephine Community Library District