Josephine Community Library District
Board Regular Meeting Minutes
Thursday, January 18, 2018 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Laurel Samson, Jennifer Roberts, Judy Williams,
Members absent: Beecher Ellison, John Harelson
Staff present: Library Director Kate Lasky, Communications Specialist Teresa Stover
Guests: Terry Faulkner, Hart Insurance

CALL TO ORDER. President Samson called the meeting to order at 5:18 pm.

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

Approval of January 4 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Roberts moved that the minutes to the January 4, 2018 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Public comment. There was no public comment.
Correspondence. There was no correspondence.
Annexation petition review. There were no annexation petitions to review.

PRESENTATION. Terry Faulkner of Hart Insurance gave a presentation about the district’s insurance coverage through Special Districts Association of Oregon (SDAO) and Special Districts Insurance Services (SDIS). He distributed the SDAO Membership Profile and SDIS Insurance Program Coverage Summary. Mr. Faulkner covered details about the district’s insurance: liability including employment practices, directors and officers, and public officials errors and omissions; non-owned and hired auto liability; crime coverage; property coverage including buildings and contents, flood and earthquake, and computer virus. He noted that JCLD has workers’ compensation coverage through SAIF. Mr. Faulkner discussed the implications of volunteers and employees who drive their own vehicles on library business. He recommended that the district’s vendor contracts should include indemnification and hold harmless clauses. He discussed social engineering fraud and recommended that prevention processes be in place. He discussed the SDAO pre-loss legal program. He sees in the SDAO log of activity that we’ve been using SDAO a fair amount. Mr. Faulkner also invited district representatives to call him as well, especially with questions about employment law or contracts.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated January 18, 2018. The following are highlights:
• **Grand Opening Ribbon Cutting.** The ribbon-cutting ceremony takes place at 10 am on Wednesday, January 24, and a board member is requested to speak.  
  **Action:** Ms. Roberts and Ms. Williams are planning to attend and would be happy to speak. Ms. Samson might attend as well.

• **Partnerships with Blue Zones Project and Dolly Parton Imagination Library.** The Dolly Parton Imagination Library sends a free book each month to participating children ages birth to five years. A local family foundation in Wilsonville is providing funds for Josephine County for three years. The four local Rotary Clubs have committed to raising the match. The library district will serve as the database manager, which is estimated to take five volunteer hours per week for a three- to five-year commitment. Rotary will start registering children in May.

• **Human resources and staffing.** New employee orientation was reviewed, as well as the need for the adopted operations or volunteer policies, now in board review. The new Williams Branch Manager, Ellie Avis started work on January 18, and the Reference Librarian starts on January 23.

• **Transition and transfer of assets.** At its January 12 meeting, the JCLI board determined how it wants to designate the $26,000 in unexpended grant funds.  
  **Decision:** The board agreed with JCLI's request to use the $26,000 in unexpended grant funds pay the remaining Coraggio Group bill for strategic planning (up to $16,000) and to use the rest for library card scholarships. The board discussed the rules for granting scholarships.

  **Action:** Ms. Lasky will develop scholarship rules for children and adults by March.

• **Administration.** In the email Exchange server migration, board member JCLD email addresses were not reinstated, not only because they were not being used, but because having two addresses for each board member was hampering communication efforts. The board discussed public records law and possible requests to see emails or text messages on certain topics.

  **Action:** Board members who want a JCLD email address ([name@josephinelibrary.org](mailto:name@josephinelibrary.org)) should request it from Ms. Lasky.

  **Action:** Ms. Lasky will research Public Records law and will ask SDAO and other library directors how frequently public records requests for emails are made.

  **Action:** Ms. Samson will ask City Attorney Mark Bartholomew how frequently the City of Grants Pass experiences public records requests for emails.

• **Financial planning.** At its November 30 meeting, the Budget Committee had requested that its first meeting for the FY19 budget planning process be an introductory/orientation workshop.  
  **Decision:** The board decided on Monday, February 19 (President’s Day) for the Budget Committee introductory workshop.

  **Action:** Ms. Lasky will check with the other members of the Budget Committee.

• **Expanding hours.** Advisory groups for the four branches are developing hours recommendations based on patron survey data and community needs. It was agreed that access for different populations has more value than consistent daily hours. The rural branches will see expanded hours around mid-February,
with a target of March for phase 1 of expanded hours for Grants Pass. More volunteers will need to be recruited and trained for phase 2 by June.

- **Communications plan.** An updated logo is needed by February 15 so that district library cards are printed and ready starting in April. Patrons will have their cards reissued as they expire throughout the year.

As part of the logo update, Ms. Stover presented the Library Brand Transition Project memo dated January 11, 2018. She also shared the Library Brand Transition Project Scope of Work dated January 11, 2018. **Decision:** The board agreed to meet at 5:15 pm on January 25 to review proposals and select the design firm for the Library Brand Transition Project.

- **March meeting in Illinois Valley.**

  **Decision:** The board decided to meet at the Illinois Valley branch library for its March 15 meeting. Ms. Roberts will be out of town but can call in to the meeting.

  **Action:** Ms. Lasky will see whether a representative from the Illinois Valley Community Development Organization (IVCDO) would be available to present.

**Financial report.** Ms. Lasky reviewed the December Financial Statement memo dated January 18, 2018. She also reviewed the Profit Loss Budget Performance report and Balance Sheet for December 2017, which are the first financial statements presented for the district. Ms. Lasky pointed out that line item 6900 Grant Expenses will not be used in future P&L reports, because the expenses will be recorded with its expense category, for example, 6100 Collection Development. The district will receive the annual $25,000 grant for books from the Barbara Thomas trust fund as administered by Connie Sloper. **Action:** Per Ms. Samson’s request, Ms. Lasky will add a Year-To-Date Budget column to the P&L Budget Performance report.

Ms. Lasky reviewed the Financial Internal Controls memo dated January 18, 2018. She also reported that Business Manager Kevin Mee is no longer employed by JCLD. **Action:** Per Mr. Harelson’s request through Ms. Samson, Ms. Lasky will contact Mr. Harelson about the credit card procedures.

**Strategic plan/board work plan.** Ms. Samson had nothing to report at this time.

**ACTION ITEMS**

- **Rescind Resolution 2017-012 to establish attorney liaison.** Ms. Samson presented the rationale for Beecher Ellison no longer serving as liaison to the district’s legal counsel; at the time this was established, the district had no director, but now it does, and Ms. Lasky will bring any necessary legal recommendations to the board. **Motion:** Ms. Roberts moved to accept Resolution 2018-001 which rescinds the provision in Resolution 2017-012 to establish Beecher Ellison as liaison to the district’s legal counsel Hornecker Cowling LLP. Ms. Williams seconded. The motion passed unanimously.

**First reading of policies: operations, travel reimbursement, vacation, volunteers.** Ms. Samson presented the following policies and revisions for the board’s first reading.
Ms. Lasky summarized her policies memo dated January 18, 2018. She pointed out the policies have been reviewed by SDAO and aligned with OLA standards. She explained the recommended changes to the existing personnel policies, including vacation accruals for part-timers, mileage reimbursement, and benefits eligibility. The board discussed their review of the policies, and had no suggestions. Ms. Lasky announced that policies on library card fines and fees will be coming for board review soon.

**Action:** The second reading of these policies will be at the January 25 board meeting.

**Disbanding the Transition Committee.** Ms. Samson announced that because the JCLI-to-JCLD transition was completed on January 1, 2018, the Transition Committee is no longer needed. Ms. Roberts thanked Ms. Williams for her hard work on the committee.

**Motion:** Ms. Williams moved to disband the JCLI-JCLD Transition Committee. Ms. Roberts seconded. The motion passed unanimously.

**Disbanding the Benefits Task Force.** Ms. Samson announced that because the district now has staff to assess employee benefits and then bring recommendations to the board, the Benefits Task Force is no longer needed.

**Motion:** Ms. Roberts moved to disband the Benefits Task Force. Ms. Williams seconded. The motion passed unanimously.

**Action:** Ms. Lasky reported that the Benefits Task Force met in early January to discuss the Discrimination/Harassment/Bullying policies, and will bring its recommendation to the February 15 board meeting.

**Branch Manager Substitute On-Call Job Description.** Ms. Lasky presented the Branch Manager Substitute/On-Call job description. The district currently has its substitutes for the three rural branches complete an employment application and a background check is done. There’s currently no need for branch manager substitute recruitment.

**Motion:** Ms. Roberts moved to approve the Branch Manager Substitute On-Call job description as presented. Ms. Williams seconded. The motion passed unanimously.

**COMMITTEE AND BOARD REPORTS**

**Library Foundation Liaison Report.** Ms. Roberts reported on the results of the Josephine County Library Foundation (JCLF) meeting held January 16. The following are highlights:

- **Master Facilities Plan.** The foundation voted to fund and administer the Master Facilities Plan in support of the district’s strategic plan. It also vote to contract with Teresa Stover to write a scope of work to send to Penny Hummel Consulting.
for contract services for planning and architecture. The total project cost of the Master Facilities Plan is no more than $50,000. The plan will make it possible to hear from a wide range of stakeholders in a short timeframe and still meet deadlines about possible new buildings.

- **Wolf Creek Lease.** The assignment of the Wolf Creek branch library was approved by JCLF and JCLI and will need to be signed by JCLD.
- **JCLI Major Donors.** The JCLI is planning to send one last email to the remaining 64 JCLI major donors who have not responded to the request to authorize their information to be transferred from JCLI to JCLF. To date, 122 of JCLI’s 186 major donors have authorized the sharing of their donor information.
- **JCLI Donors.** Nearly 900 out of 2,500 JCLI donors of all types have authorized sharing their donor information with JCLF.

**ANNOUNCEMENTS**

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, January 25. The agenda will include review of proposals and selection of the marketing design firm for the Library Brand Transition Project, the second reading of policies, a new Contracts policy, and the Wolf Creek branch library lease assignment.

Ms. Lasky announced that the next Library Summit will take place 6-7:30 pm on Monday, January 29, in the reading room of the Grants Pass library. All library groups (the district, the foundation, Friends of the Library, and so on) send at least two representatives to give a five-minute report on their organization’s recent accomplishments and plans for the future. The RCC library and the two school districts’ librarians are also being invited. The board discussed whether Ms. Samson or Ms. Lasky should offer the district update.

**Action:** Ms. Samson and Ms. Williams confirmed that they will participate in the summit.

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

**ADJOURNMENT**

The meeting adjourned at 6:58 pm.

Respectfully submitted,

[Signature]

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District