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

APPROVAL OF MINUTES. Ms. Williams moved that the minutes of the November 1, 2017 meeting be accepted. Mr. Harelson seconded. The motion passed.

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

1. Develop the staffing plan and hire staff.
   - **Employee health insurance.** Ms. Lasky announced that she’s working with Hart Insurance to set up employee health insurance in December. Hart starts insurance coverage on the first of the month. Therefore, policy wording should change from “the 61st day of employment” to “on the 1st of the month following the 60th day of employment” (or after the 30th day of employment).
     **Action:** Kate will work with Hart Insurance to complete health insurance setup.
   - **Employee retirement benefits.** Mr. Shriver offered his assistance with employee retirement plans, which should be in place the first week of January.
     **Action:** Ms. Lasky and Mr. Shriver will discuss options.

2. Develop and adopt policies.
   - **Purchasing limit.** Ms. Lasky reported that the purchasing limit of $3,000 as specified in Finance Policy 2-3, Cash and Purchasing, has potential of hampering progress, especially when the board moves to monthly meetings. The committee discussed the development of a purchase order or check request system, which will include two signatures.
     **Action:** Ms. Lasky will revise Policy 2-3 to change the purchasing limit from $3,000 to $5,000 and bring it to the December 7 board meeting.
   - **Facilitate and communicate the annexation process.** Ms. Lasky reported that the annexation update should be reported to both the district board on December 7 and the JCLI board on December 13. They’ve learned that the County Assessor’s office already has annexation forms. JCLI board member Pat Fahey is creating a website and web form. Applications will go to the district board for approval, and then to the Josephine County Board of County Commissioners.
     **Action:** Ms. Lasky and Ms. Stover will review and update the annexation timeline.

3. Set up financial structures.
   - **Budget Committee meeting preparation.** Ms. Lasky and Mr. Harelson reported on their work on the budget for the November 30 Budget Committee meeting.
     **Action:** Ms. Lasky will complete the budget and budget message by afternoon on November 29, and Ms. Stover will send them to the Budget Committee.
   - **Accounting system setup.** In December, the Baker County Library District Business Manager (Christine) will help the district set up QuickBooks and the chart of accounts. The committee suggested questions on QuickBooks job and class, budget preparation work, income statements and balance sheets (resource requirements and cash carryover), monthly budget reports, the QuickBooks budget module, and accounting for grants by project and/or by funder. Another question is what Baker County would do differently if it had to set up its accounting system from scratch now. The committee discussed branch revenues
and expenses, along with branch usage. The committee suggested asking about internal controls and preventing prior period adjustments.

4. Transition assets and responsibilities from JCLI to JCLD.
   - MOU Progress Report #2 from JCLD to JCLI. Ms. Stover presented the MOU Progress Report #2 to Mr. Shriver and Ms. Robinson.
     Action: Ms. Stover will send the report to JCLI IED Karin Callahan.
     Action: Mr. Shriver and Ms. Callahan will include review of the report at the December 13 JCLI board meeting.
   - JCLI grant to JCLF. The committee discussed grant expenditures that are different from the original plan, and noted that all expenditures, including payroll, were made in the spirit of seamless transition of services. Mr. Shriver said the JCLI board wants to discuss how to designate usage of funds left from the original $122,000 grant. The committee suggested these funds could go toward library card scholarships, building renovation and maintenance, and new buildings.
     Action: Ms. Stover will provide an updated grant expenditure report, including projections, to JCLI before its next Finance Committee meeting on December 11.
     Action: Ms. Lasky will address the changes in her library director’s report to JCLI.

5. Create the district strategic plan.
   - Strategic planning wrap-up. The date and time for the final strategic planning session with Coraggio Group will be confirmed this week.
   - 12- to 18-month operations plan. Ms. Lasky will develop the operations plan.

6. Administration.
   - Board meeting times. The committee briefly discussed the possibility of changing board meetings to the daytime, at least through the winter months. It could be a noontime meeting during the week, or sometime on a weekend day.
   - Library email addresses for district board members. Ms. Lasky reported that the library pays $39 per year per district board member for their email licenses. However, board members are using their personal addresses instead, as it’s more convenient. Emails are public record, and sometimes a board member needs to send email on official business to an outside organization. Possible solutions discussed were making use of the library email address mandatory or there could be one JCL email address that’s copied on all board conversations.
     Action: Ms. Lasky will research public record and retention laws.

NEXT MEETINGS
The committee decided that the next Transition Committee meeting will be held 11 am to 12 noon on Monday, December 11, in the Grants Pass library reading room. Agenda items will include tasks that must be completed before system handoff on December 31.

The Benefits/Policy Task Force will meet 10-11:30 am on Monday, December 18, in the Grants Pass library reading room, to discuss health benefits, fines and fees, and harassment.

ADJOURNMENT
The meeting adjourned at 12:00 pm.

Respectfully submitted,

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