Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, January 4, 2018 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library

**Members present:** Laurel Samson, Jennifer Roberts, John Harelson, Judy Williams, Beecher Ellison  
**Members absent:** None  
**Staff present:** Library Director Kate Lasky, Business Manager Kevin Mee,  
**Guests:** Teresa Stover, Sydney Bebb, Pat Fahey, Nancy Hitchcock  

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

**STANDING ITEMS**  
**Approval of agenda.** No changes were made to the agenda. Mr. Ellison reminded the board that two sets of original signatures are required for record keeping on the documents for the lease agreement with Josephine County for 200 NW C Street in Grants Pass, and for the sale and transfer agreement of the Williams branch library building and the library collections from Josephine County to the district. The board signed a second set and retained them for their records.

**Approval of December 21 meeting minutes.** The board reviewed the minutes to the last regular board meeting.  
**Motion:** Mr. Ellison moved that the minutes to the December 21, 2017 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

**Public comment.** Ms. Teresa Stover congratulated the board for a successful transition of the district taking over the operation and management of the library. Ms. Samson thanked Ms. Stover for Ms. Stover’s efforts in making the transition successful. Ms. Samson also mentioned that the library was documented in three different articles in The Daily Courier newspaper.

**Correspondence.** There was no correspondence.

**ACTION ITEMS**  
**Annexation Petition Review.**  
Ms. Lasky announced that there are 10 petitions for review. The board discussed the approval process. Ms. Samson asked if the current petitions presented are the final ones, or if there will be more. Ms. Lasky stated that there may be more petitions in the future, but that the current ones met the deadline put forth by the county assessor’s office in order to be processed onto the tax rolls for next November. Mr. Harelson asked what happens to petitions that are submitted after this current date. Ms. Lasky said that
any future petitions which are completed correctly will be reviewed and processed at that time.

The board reviewed the 10 annexation petitions presented for approval, named:

1) Barnard Fam Joint Rev Trust %Barnard, Jeffrey & Barnard, Elizabeth Q Trustees
2) Brockman Liv Trust, Mark T & Andrea J %Brockman, Andrea J Trustee
3) Baez, Melvyn & Ciejek-Baez, Elena
4) Etchells Rev Trust, John & Patricia %Etchells, John E & Etchells, Patricia E Trustees
5) Everett, Robert Branch & Keliher Trust, Mary Lu %Everett, Mary Lu Trustee
6) Fahey Family Trust %Fahey, Patrick D & Fahey, Susan R Trustees
7) Harmony, Clair W & Harmony, Susanne Y
8) Mersman Rev Liv Trust, Patricia Sue %Mersman, Patricia Sue Trustee
9) Rookwood Rev Trust, James O & Mary A %Rookwood, James O & Rookwood, Mary A Trustees
10) Rubenstein Liv Trust, Donald %Rubenstein, Donald Trustee

Motion: Mr. Ellison moved to accept and endorse/approve the 10 annexation petitions. Ms. Roberts seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

Final MOU progress report to JCLI. Ms. Stover reviewed the JCLI-JCLD Memorandum of Understanding (MOU) Final Report dated January 3, 2018. Ms. Stover said that this final report is similar to the progress reports submitted at the board meeting on 12/21/17, but more items are marked as complete. Ms. Stover announced the Grant Expenditure report is final, all transition expenses are complete, and the report is to be submitted to JCLI, tomorrow, for their finance committee meeting on Monday, 1/8/18, and for their board meeting on Thursday, 1/11/18, in order for the JCLI board to sign-off on this report.

Motion: Ms. Roberts moved that the MOU Final Report be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

Signing of the second set of original documents for the lease agreement with Josephine County for 200 NW C Street in Grants Pass, and for the sale and transfer agreement of the Williams branch library building and the library collections from Josephine County to the district. The second set of original copies of the two named documents were passed around to all board members for signature.

ANNOUNCEMENTS

Ms. Lasky announced that emails will be migrated off of the district file server and onto the Microsoft 360 cloud server on Friday afternoon. Emails accessed both by computer
and by the remote access feature will be unavailable from Friday morning until Monday evening. When the migration to the cloud server is complete. The IT consultant will go first to the library branches to ensure email system recovery, and afterward will address those who remote into the server. Announcement of this email migration is on the district website and in the district newsletter.

Ms. Roberts congratulated the district on the newspaper articles published in the Daily Courier. Ms. Lasky described two of the articles as being reports of gratitude, one of which thanked all 3 county commissioners.

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, January 18, 2018. The agenda will include a presentation by Terry Faulkner of Hart Insurance, a Library Director’s report on strategic planning including an update on expanded library hours, the budget planning timeline, the financial statement and memo, a strategic board work plan report, a first reading of policies in areas of operations, governance, and personnel, possible acceptance of the transfer of assets, introduction of partnerships, and possible annexation requests.

**Comments from board members.** Mr. Ellison reminded the board that he will not be present at the board meeting on 01/18/18.

**ADJOURNMENT**
The meeting adjourned at 5:36 pm.

Respectfully submitted,

Kevin Mee for Board Secretary Kate Lasky
Josephine Community Library District