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

STANDING ITEMS
Approval of agenda. There were no changes to the agenda.

Approval of January 18 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Roberts moved that the minutes to the January 18, 2018 board meeting be approved as distributed. Mr. Ellison seconded. The motion passed unanimously.

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

Annexation petition review. The board reviewed four completed annexation petitions presented for endorsement.
Motion: Mr. Harelson moved to accept and endorse the annexation petitions for Cheryl and David Coon, Eileen and Harold Garbis, Patricia Megla, and Susan Orris and Ferron Mayfield. Mr. Ellison seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

ACTION ITEMS
Library Brand Transition Project: Review proposals and select contractor. Ms. Samson presented the memo titled “Proposals for the Library Brand Transition Project” from Ms. Lasky dated January 22, 2018. Ms. Lasky stated that the staff recommendation is for Sheepscot Creative. The board discussed the proposals. Ms. Roberts said she has worked with Sheepscot Creative on previous library projects, and said it’s a wonderful organization to work with and that it does high-quality work.
Motion: Ms. Roberts moved that as the Local Contract Review Board, the board award to Sheepscot Creative the contract for the Library Brand Transition Project. Mr. Harelson seconded. The motion passed with an abstention from Mr. Ellison.
Motion: Mr. Ellison moved that Ms. Lasky be designated with the signing authority to contract with Sheepscot Creative as previously approved by this Local Contract Review Board. Mr. Harelson seconded, and the motion passed unanimously.
Policies, second reading: operations, travel reimbursement, benefits, vacation, volunteers. Ms. Samson pointed out the policies memo from Ms. Lasky dated January 18, 2018. She presented the following policies for the board’s second reading:

- Section 3. Operations Policies: set of 26 operations policies 3-1 to 3-6-6.
- Personnel Policy 4-1. Employee Travel Authorization and Reimbursement
- Personnel Policy 4-3-2. Health Insurance and Retirement Benefits
- Personnel Policy 4-5-1. Vacation
- Personnel Policy 4-5-2. Holidays

Ms. Lasky stated that all policies have been reviewed by SDAO, HR Answers, and other library directors. Mr. Harelson noted that we could ask our attorney to review these policies, but he didn’t feel it necessary.

The board discussed various policies and made the following decisions or changes:

- Personnel Policy 4-1. Employee Travel Authorization and Reimbursement.  
  **Action:** Add “When it’s demonstrably cheaper, employees are encouraged to use a rental car unless they get prior approval from the library director.”

- Personnel Policy 4-3-2. Health Insurance and Retirement Benefits. The board discussed long-term and short-term disability and decided to keep the phrase as “long-term disability.” Ms. Lasky announced that the district will get a better deal on life and disability insurance if they start with 10 employees rather than starting with the four currently eligible employees and adding others as they fulfill their probationary periods. Mr. Harelson suggested that the board approve a maximum of $25 per employee per month as long as it stays within the budget. The board confirmed that this insurance is offered at no cost to the employee. Ms. Roberts stated that this aligns with the strategic imperative of nurturing a work culture that values and supports its staff, being an employer of choice.  
  **Motion:** Mr. Harelson moved to give Ms. Lasky authority to obtain a minimally acceptable life and long-term disability policy. Mr. Ellison seconded, and the motion passed unanimously.

  Mr. Ellison suggested a policy to prohibit firearms and other weapons in the libraries, and also expressed interest in metal detectors. The board discussed the issue in light of constitutional rights and current library practices.  
  **Action:** Ms. Lasky will research the weapons issue and bring it back to the board.

  **Action:** Change the end of the second paragraph from “will be subject to the law” to “may be subject to arrest by law enforcement.” All policy references to law enforcement will be made consistent and refer to Policy 3-1-2.

  **Action:** Change “Bicycles must be left outside…” to “Bicycles and other large objects must be left outside…”. 
• Operations Policy 3-3-2. Use of the Internet and Other Digital Reference Tools.
  **Action:** Change the last phrase of section A from "summoning of law enforcement authorities" to “removal by law enforcement authorities.”

• Volunteer Policy 5-8. Dress Code. The board discussed political buttons and the issue of the library as a neutral space versus the freedom of speech issue.
  **Action:** Mr. Ellison will research whether people have the constitutional right to wear a political button at their place of employment.

**Motion:** Mr. Ellison moved to approve all operations, personnel, and volunteer policies as presented and modified. Mr. Harelson seconded. The motion passed unanimously.

Ms. Lasky said changes to the personnel policies will come to the board periodically, and that the board will be reviewing policies at nearly every meeting.
**Action:** Ms. Lasky will bring the circulation and public relations policies to the February board meeting.

Mr. Harelson pointed out that all policies will be “stress-tested” over time. The district and the library director will be measured for adherence to policies. He suggested that previous policy drafts be retained.
**Action:** Ms. Lasky will create a network file system for archiving previous policy versions.

**Policy 2-8 Contracts.** Ms. Samson presented the contracts policy. Ms. Stover explained that by default, the board follows Oregon Model Public Contracting Rules. However, some matters must be explicitly stated in policy, including delegation of authority, personal services contracts, sole source procurement, and electronic advertising.
**Action:** Under Item C, delete the first sentence fragment.
**Motion:** Mr. Harelson moved to approve Policy 2-8, Contracts, as amended. Ms. Roberts seconded. The motion passed unanimously.

**Wolf Creek lease assignment.** Ms. Samson presented the Assignment of Lease Agreement from Josephine Community Libraries, Inc. (JCLI) to JCLD for the Wolf Creek branch library premises, with Josephine County Library Foundation (JCLF) as the landlord. Ms. Lasky pointed out that this document is not the actual lease but the assignment of the JCLF lease from JCLI to the district.
**Motion:** Mr. Harelson moved to authorize the board president to approve and sign the Assignment of Lease Agreement. Mr. Ellison seconded. The motion passed unanimously and Ms. Samson signed the lease agreement.

**ANNOUNCEMENTS**
Ms. Lasky announced that the Library Summit will take place on Monday, January 29 from 6-7:30 pm, and all are invited. Ms. Samson and Ms. Lasky will report for the district.

Ms. Lasky reminded the board of its decision to have its March 15 board meeting at the Illinois Valley branch. Carpoolls can be arranged. The board discussed changing the
board meeting time to 5:45 pm to accommodate work schedules and drive time, but Ms. Roberts might not be able to call in if the meeting is later.

Ms. Lasky announced that starting February 19, based on community advisory committees and 1,000+ survey comments, rural branches will open for more hours:

- Illinois Valley: Wednesday 11-6; Thursday, Friday, and Saturday 11-5.
- Williams: Tuesday, Wednesday, Saturday 1-6; Friday 11-4.
- Wolf Creek: Wednesday and Saturday 1-6, Friday 11-4.

The advisory committee for Grants Pass is being formed, and Grants Pass hours expansion will take place in mid-March. These changed hours might be phased in.

**Comments from board members.**

Mr. Harelson noted that although the district’s insurance agent offered to review contracts, he recommended that attorney review be done instead when indicated.

Ms. Roberts reported on the Master Facilities Plan and community brainstorming efforts around future library building projects.

Mr. Harelson announced that the district grand opening celebration was featured on the front page of the Daily Courier today. Ms. Roberts thanked Ms. Lasky and staff for putting on a great event. Ms. Lasky recognized Partnership Manager Rebecca Stoltz for producing the event in conjunction with Chamber Ambassadors, which she heads.

Mr. Harelson asked for an update on administrative staff changes. Ms. Lasky reported that on January 16, the Business Manager was dismissed. Since then, Ms. Lasky has contracted with Cynthia Harelson, CPA for three months during which time she will handle accounts payable, bookkeeping, systems, processes, and support of internal controls. Ms. Lasky said they might consider hiring an in-house bookkeeper. By then, all systems, rules, and policies will be in place. She has contacted auditing consultant Gerald Burns to help get systems in place to prepare for audits.

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, February 15. The agenda will include an update on expanded library hours and the Master Facilities Plan, and policies on fines and fees.

**ADJOURNMENT**

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District