CALL TO ORDER. President Samson called the meeting to order at 5:17 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.
Approval of January 25 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Motion: Ms. Williams moved that the minutes to the January 25, 2018 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.
Public comment. There was no public comment.
Correspondence. There was no correspondence.
Annexation petition review. There were two annexation petitions to review for the Scheuser residence and the Bath residence.
Motion: Mr. Harelson moved to endorse both petitions. Mr. Ellison seconded. The motion passed unanimously.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated February 15, 2018. The following are highlights:

- **March 15 meeting at IV Branch.** A representative, Kate Dwyer, from the Illinois Valley Community Development Organization will present its strategic plan. Ms. Roberts will be out of town.
  
  *Decision:* Board members agreed to meet at the Grants Pass branch parking lot at 5:15 p.m. to carpool to the IV meeting which will start at 6 p.m.

- **Human resources and staffing.** JCLD has hired a Wolf Creek Branch Manager hired. The Fiscal Coordinator position is open and has been posted.

- **Transition and transfer of assets.** AG accepted JCLD plan. Ms. Lasky reported that she has opened a savings account with People’s Bank in which the maintenance fund will be held separately from other funds.
  
  *Action:* Kate will review lease requirements to see if the maintenance fund needs to be in a separate account.

- **Expanding hours.** Grants Pass expanded hours have been determined. A group of stakeholders met and came to an easy consensus. Beginning the week of March 20, the Grants Pass branch will be open Tuesdays/Thursdays from 10 am-7 pm, Wednesdays/Fridays:
from 10 am-6 pm, Saturdays from 10 am-4 pm. Not an issue so far finding volunteers to fill positions for expanded hours.

- **Communications plan.** Ms. Lasky shared the new branding for JCLD. Noted that the library is going for continuity so it did not drastically change. Mock-ups of book marks, logo, and business cards were shared.

- **Fiscal Coordinator position.** Ms. Lasky presented the Fiscal Coordinator job description for board review.
  
  **Motion:** Ms. Roberts moved to approve fiscal coordinator position. Ms. Williams seconded. The motion passed unanimously.


- **Financial planning.** Management is moving items between accounts but not creating new data. The internal control is in place to record in Quickbooks by journal entry any changes to data. Mr. Harelson has concerns about what obligations JCLD is accepting with e-rate contract and project.

  **Action:** Ms. Lasky will reach out to resources to get more information about the timeline of project outlay and reimbursement. Ms. Lasky will present a summary to the board providing information about the E-rate program and process, the proposed project, and the expense and reimbursement timeline. Ms. Lasky will also have the district’s lawyer review the selection process and the resulting contract. Ms. Lasky will contact Three Rivers School District about its similar build with Hunter Communications in the Illinois Valley, possibly for a presentation at the March board meeting at the Illinois Valley branch.

Ms. Lasky reviewed the Profit & Loss Budget vs Actual-General Fund report and the Balance Sheet for January 2018. She pointed out that the insurance is over budget for the year so far. She said that is because this falls within the broader budget category of Materials & Services, an adjustment does not need to be approved by the Budget Committee. She referred to the Long-Term Disability Insurance and Term Life Insurance policy summaries.

**Decision:** Mr. Harelson requested that Ms. Lasky continue to formally present any budget line items needing adjustment.

Ms. Lasky reviewed the Profit & Loss-Grants Funds report, which shows grant revenue and expenses separately from other funds. She said this report won’t change much month over month and asked the board if they’d rather see this report quarterly.

**Decision:** Ms. Samson and Ms. Williams expressed their preference for seeing this report monthly, at least for the next several months. The other board members concurred.

Based on Mr. Harelson’s previous request, the monthly financial report will include a section on Budget Challenges. Ms. Lasky reviewed the budget challenges in this month’s report, which include IT costs, a reserve fund for future rents, a building improvements and maintenance fund, and the FCC E-rate project for fiber optic Internet at the Wolf Creek branch.

**Action:** Ms. Lasky pointed out that IT costs will be higher next year because the district will need to update the patron computer workstations operating system and replace older models. Ms. Roberts recommended that JCLD update all computer workstations at once. Mr. Harelson suggested splitting
work into two phases starting with rural branches first, then updating computer workstations in Grants Pass at a separate time. The board discussed the possibility of acquiring grants for this expense. Ms. Stover pointed out that it might be more difficult to get grants but there are a few funders who might be interested. The board discussed other budget challenges, including a recommended reserve fund for rent costs to begin January 1, 2021, a building improvements and maintenance fund, and the FCC E-Rate project for fiber optic Internet at the Wolf Creek branch.

Strategic plan/board work plan. Ms. Samson talked about the opportunity to have SDAO come to do a free 90-minute training to go over risk management best practices. The board agreed that this would be a good idea.  
**Action:** Ms. Lasky and Ms. Samson will move forward with scheduling the training.

Ms. Samson followed up with city for advice about whether or not board of directors can use personal email addresses. General consensus is that it is okay.  
**Action:** Ms. Lasky recommended each board member set up a folder in which all library emails are retained because it is a federal offense to delete public record. Ms. Lasky will create a board@josephinelibrary.org email profile to copy for public records retention policy.

**ACTION ITEMS**  
Proposal for Facilities Master Plan Phase One. Ms. Samson introduced the proposal to prepare Phase One of the Facilities Master Plan submitted by Penny Hummel Consulting on February 12, 2018. Ms. Stover summarized the proposal and indicated that it satisfies all points of the Facilities Master Plan Scope of Work that Josephine County Library Foundation (JCLF) prepared. Ms. Lasky pointed out that the JCLF board will also review the proposal at its meeting next Tuesday. If it agrees to the proposal, it will sign the contract and pay the consultant’s invoices. However, because this is a cooperative efforts between JCLF and JCLD, it’s important for both boards to review the proposal.  
**Motion:** Ms. Roberts moved to approve the proposal from Penny Hummel Consulting. Mr. Harelson seconded. The motion passed unanimously.

First reading of policies: circulation and grants. Ms. Samson introduced the first reading of the following policies:  
- 3-6. Circulation  
- 3-6-1. Library Card Eligibility  
- 3-6-2. Library Card Registration  
- 3-6-3. Library Card Scholarships  
- 3-6-4. Loan Periods and Renewals  
- 3-6-5. Hold Requests  
- 3-6-6. Fines and Fees  
- 3-6-7. Implementation and Appeal Rights  
- 2-8. Grants  
**Action:** For Policy 3.6.1 library card eligibility. Ms. Lasky will draft alternative options to the second bullet under item A regarding full-service library cards for non-residents of the district who own a business or other property located in the district and will bring those options for board consideration at the March meeting.
Action: For Policy 3-6-3, Library Card Scholarships, Ms. Lasky will have staff collect library card scholarship forms to collect data for future reporting on the scholarship program.
Action: For Policy 2-8 Grants Ms. Stover will correct the citations to ORS which have recently been renumbered.

COMMITTEE AND BOARD REPORTS

Library Foundation Liaison Report. Ms. Roberts reported on the results of the Josephine County Library Foundation (JCLF) meeting held February 20. The following are highlights:

- Trust funds. The trust funds previously administered by the Josephine County Board of Library Trustees have been transferred to the foundation.
- Donors. With the end-of-year fundraising drive, the number of donors to the foundation has quadrupled, and about $36,000 has been raised.
- Facilities Master Plan. If the foundation approves the proposal from Penny Hummel Consulting at its February 20 meeting, per the terms of the Scope of Work, a bridge group with liaisons from the district board, the foundation board, and the library directory will need to be formed, to create a facilities oversight committee which would then bring recommendations to their respective boards.

Decision: The board decided by consensus that Jennifer Roberts and Judy Williams should serve on this facilities committee.

ANNOUNCEMENTS

Date and agenda items for next meeting. The next regular meeting will be at 6 pm on Thursday, March 15 at the Illinois Valley branch. The agenda will include a presentation from the Illinois Valley Community Development Organization, a possible presentation from Three Rivers School District regarding its recent E-rate project, and a second reading of the circulation and grants policies.

Comments from board members. Mr. Harelson suggested that Ms. Lasky and her staff look into the Oregon Procurement Information Network (ORPIN) through the Oregon Department of Administrative Services. This network allows cooperative procurement relationships among multiple government entities along with other procurement resources.

ADJOURNMENT

The meeting adjourned at 8:04 pm.

Respectfully submitted,

[Signature]

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District