CALL TO ORDER. President Samson called the meeting to order at 5:15 pm.

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

Approval of March 15 meeting minutes. The board reviewed the last regular board meeting minutes. Ms. Williams moved that the minutes to the March 15, 2018 board meeting be approved as distributed. Ms. Roberts seconded. The motion passed unanimously.

Approval of March 20 workshop minutes. The board reviewed the minutes to facilities planning workshop. This workshop included the boards of Josephine Community Library District, Josephine County Library Foundation, and Josephine Community Libraries, Inc. as well as other stakeholders. Mr. Harelson moved that the minutes to the March 20, 2018 facilities planning workshop 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 three annexation petitions for endorsement. The petition for Romain Cooper was not endorsed, because as a nonprofit corporation, the petition package needs to include a resolution or minutes indicating that the board approves the annexation. The Cooper petition will be returned for followup and completion. Mr. Harelson moved to accept and endorse the annexation petitions for Thomas Carlisle and for Beryl Stoll. Ms. Williams seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky stamped and signed the petitions on behalf of the board.

STAFF REPORTS
Collection Development Plan. JCLD’s Collection Development Librarian Michael Grutchfield presented his memo titled “Collection Development Plan” dated April 18, 2018. He pointed out features and significant updates in the latest version of the JCLD Collection Development Plan. He has done two collection analyses and has adjusted the plan accordingly. The biggest adjustments are around a significantly larger collection budget and reflecting demand and supply in the collection. He pointed out that the Library2Go eBook service that JCLD subscribes to makes purchases according to its own collection development plan; however, he sits on that committee, so can influence the choices. He introduced the Library2Go Advantage program which would allow district patrons to borrow their books more quickly, but would be an added cost.
Mr. Grutchfield also reviewed the Request for Reconsideration of Library Material submitted by a patron on February 17, 2018 about the DVD “Tightrope” and his response dated March 22, 2018. Ms. Roberts commended Mr. Grutchfield, saying the letter should be sent to the Library Journal. Mr. Grutchfield said they receive about four reconsideration requests per year. Each response takes a fair amount of research and writing. Because of our volunteer model, we’re more inclined to give a patron the Request for Reconsideration form rather than having the conversation on the spot.

**Action:** Mr. Harelson noted that future response letters should be on JCLD letterhead, and “Josephine Community Library District” should be called out rather than just “the library” or “JCLD.”

### Library Brand Transition Project

Members of the marketing design firm Sheepscot Creative presented new buttons displaying JCLD’s new logo, color scheme, and tagline “Together We Can.” Photos were taken of the board members.

### Library director's report

Ms. Lasky reviewed the Library Director’s Report dated April 26, 2018.

- **OLA conference.** Five district employees, including two librarians and two branch managers, got professional development participating in the Oregon Library Association conference.

- **Williams property lease.** Ms. Lasky is working with Three Rivers School District Superintendent Dave Valenzuela on an intergovernmental agreement (IGA) for a lease of the land occupied by the Williams branch. Enrollment at Williams Elementary is increasing.

- **Brand Transition Project.** Evergreen Federal Bank paid for the “big book” sign in front of the Grants Pass branch library to be repainted with the new logo, colors, and hours of operation.

- **Partnerships.** Several projects with partners, including Blue Zones Project, Southern Oregon Education Service District, and the Food Bank have been carried out over the past 30 days.

- **Library Card Fees.** Ms. Lasky reviewed the Fact Sheet for Implementing Library Card Fees dated April 2018. The overriding message is “You belong. Here’s how,” along with fairness to the taxpayer. Staff and volunteers are ensuring this is a welcoming rather than punitive conversation, and the reasoning is being well-received by patrons. Most conversations are referred by volunteers to staff, especially to Public Services Director Norma Singer. While sometimes the patron comes in angry, the conversations invariably end up positive. About eight adult scholarships and many more child scholarships have been requested. The process for tracking the scholarships is under development.

  **Action:** Board members are encouraged to familiarize themselves with the fact sheet, as they might get many of these same questions from the community.

### Financial report

Ms. Lasky reviewed the March Financial Statement memo dated April 26, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through March 2018, Balance Sheet as of March 31, 2018, and the Profit & Loss statement for grants through March 2018. She pointed out that the transfer of books and furniture from Josephine Community Libraries, Inc. (JCLI) to JCLD is now on the balance sheet as fixed assets valued at $292,216.

Mr. Harelson noted that his niece and employer Cynthia Harelson is contracting with the district on accounting matters, and that he’s not involved in any of this work.

### Strategic plan/work plan

The SDAO Board Best Practices workshop has not yet been scheduled because of the prohibition of board email discussions.

**Action:** Ms. Lasky will poll board members via blind carbon copy (BCC) about available dates and times, and then will schedule the workshop.
ACTION ITEMS

Authorizing expenditure of grants. Ms. Samson presented Resolution 2018-003 in the matter of authorizing expenditure of grants for the purposes designated by the funders.

Motion: Mr. Ellison moved that Resolution 2018-003 be adopted to authorize the expenditure of grants received from Dorothy Thompson, Solid Waste Agency, Josephine County Library Foundation, Kay Jean Turner Trust, and Grants Pass Friends of the Library. Ms. Roberts seconded. The motion passed with a unanimous vote. The board members signed the resolution.

Policies, second reading: Travel Reimbursement, Holidays, Leaves. Ms. Samson referenced the policies memo from Ms. Lasky dated April 18, 2018. She presented the following policies for the board’s second reading and pointed out that the requested changes made from the board’s first reading have been made:

- Personnel Policy 4-4-2. Travel Reimbursement Guidelines
- Personnel Policy 4-5-2. Holidays
- Personnel Policy 4-5-4. Leaves

Motion: Mr. Ellison moved that Resolution 2018-004, in the matter of adopting personnel policies, be adopted to authorize the changes as presented in the Travel Reimbursement Guidelines, Holidays, and Leaves policies. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolution.

Authorizing purchase of computer servers. Ms. Lasky explained the FY18 budget adopted December 7, 2017 included two computer servers for $10,000. Since that time, an updated estimate has indicated that the two servers will cost between $10,000 and $15,000. Because she’s not authorized to spend more than $5,000, she needs board authorization for the increased amount. The servers run the library’s network and store all files. They do not host the website or email.

Motion: Mr. Ellison moved that Resolution 2018-005, in the matter of authorizing the purchase of computer servers, be adopted. Mr. Harelson seconded. The motion passed unanimously. The board members signed the resolution.

Policies, first reading: Non-Resident District Property Owners, Donating Personal Time Off. Referencing the policies memo from Ms. Lasky dated April 18, 2018, Ms. Lasky presented the following policies for the board’s first reading:

- Operations Policy 3-6-1, section C. Library Cards for Non-Resident Library District Property Owners. Mr. Harelson noted the effectiveness of the Library District Property Confirmation form which has applicants attesting to their property ownership. No further changes or information was requested by the board.
- Personnel Policy 4-5-5. Donating Personal Time Off. Ms. Lasky explained the rationale of the formulas for donating vacation time (1:1) and sick time (2:1) and the desire to allow time donations without creating a liability for the district. This policy is based on a similar one from the City of Grants Pass. Board members expressed the desire for generosity and simplicity while ensuring that costs and recordkeeping do not become onerous. A preference was expressed to have vacation time translated to dollars rather than hours, but the point was made that the ADP payroll system only works with hours as the unit. Ms. Roberts asked about best practices for donating personal time.

Action: Ms. Lasky will have SDAO review this policy and research best practices.
**FY19 budget update and budget hearing date.** Ms. Lasky and pre-audit consultant Gerald Burns presented the Budget Update Memo dated April 26, 2018. They distributed an alternative budget format that might better meet JCLD needs raised at the April 4 Budget Committee meeting.

In this alternative, a Reserve Fund (rather than a Special Fund) would be used for the Maintenance Fund, the General Fund would become two organizational or programmatic units of “Operations” and “Gifts and Grants.” This presentation provides flexibility in terms of programs, offers more clarity about the use of grant funding for the public and grant funders, builds better financial history, and simplifies accounting and auditing. While the presentation changes under the new format, the budget totals approved by the Budget Committee remain the same.

The board reviewed the proposed budget format page by page. The resolution that would adopt this budget would specify the appropriations categories of Operations (tax-supported) and Gifts and Grants (non-tax-supported). Board members agreed that separating tax-funded operations from grant-funded expenditures including salaries is more clear and avoids transfer complexities.

Mr. Harelson expressed concern that this format moves the board’s oversight responsibility from the level of personnel services, materials and services, and capital outlay to the broader level of tax-funded and non-tax-funded expenses. Ms. Lasky pointed out that the board can retain the more detailed level of oversight through its budget appropriation resolution, which can list the two organizational units and then Personnel Services, Materials and Services, and Capital Outlay under each of them. This way, if staff needs to reallocate the amount appropriated in Materials and Services, for example, the board would need to approve it at that level. Ms. Samson added that the monthly financial statements to the board would clearly show spending in each category. Mr. Burns reiterated that any reallocation would have to be reported and explained to the board.

The board agreed that although the approved totals are not changing, the Budget Committee should meet to review these changes and be given the opportunity to reapprove the budget if necessary. **Motion:** Mr. Ellison moved that a Budget Committee meeting be called for the week of May 7 to review the new budget format. Mr. Harelson seconded. The motion passed unanimously. **Action:** Ms. Stover will poll the Budget Committee members for the best date and time.

The board agreed pending the outcome of the next Budget Committee meeting, the Budget Hearing should take place with the May 17 regular board meeting.

**Staffing.** Ms. Lasky presented the Staffing Memo dated April 26, 2018. Referencing the District Staffing Plan and Draft Hiring Schedule both dated September 2017, she recommended hiring a half-time teen librarian and half-time cataloging assistant, and also a half-time fundraising coordinator funded by the Josephine County Library Foundation (JCLF) Library Development grant.

The district’s partnership manager Rebecca Stoltz is experiencing tremendous demand for partnerships on large community projects. Because of this, she doesn’t have time for JCLF fundraising priorities. The May Cow Scrabble fundraiser has been postponed until 2019 because of lack of capacity. JCLF is considering an end-of-year capital campaign. After five months, $30,000 is left of the $40,000 JCLF grant for the Library Development Program. JCLF has expressed the intention to extend the grant to the end of 2018, with the option to renew beyond then. The temporary half-time fundraising coordinator would report to the partnership manager, and the salary would be paid for by the JCLF grant.
Ms. Roberts said she supports hiring a fundraising coordinator, and added that JCLD needs to set up parameters when entering into its partnership agreements and possibly say no to some projects because of capacity. Ms. Lasky explained the existing partnership agreement form, which helps define expectations, largely in terms of staff and marketing support. She said the district could consider a limit to the number of partners at any given time. Mr. Harelson suggested that district participation be limited to those partnerships and projects aligned with the district’s strategic plan.

**Action:** Ms. Lasky will bring the partnership agreement form to the next meeting.

To recruit the best candidates, Ms. Lasky said she would post the jobs as open until filled. The expenses for these positions are built into the FY18 and FY19 budgets.

**Action:** Ms. Lasky will present the job descriptions at the next meeting.

**BOARD MEMBER REPORTS**

**Oregon Library Association conference report.** Mr. Ellison reported on his participation on the “Spotlight on Justice” panel at the OLA conference, which covered law library and public library partnerships. Ms. Lasky also served on this panel, which also included panelists from libraries in Lane County, Klamath County, Deschutes County, and Columbia County.

Ms. Roberts reported on the OLA Library Supporter of the Year award to JCLI. Representing the district board, she gave the speech about JCLI’s accomplishments, and JCLI board members Donna Robinson, Sara Katz, and Pat Fahey accepted the award, with Mr. Fahey offering remarks.

**Library foundation liaison report.** Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on April 17, 2018. The treasurer reported that JCLF now has $1,715,492 in assets. The board discussed the increase of JCLF assets from the transfer of about $400,000 in library trust funds previously held by the county. When JCLI dissolves, it expects to transfer about $150,000 in an investment fund and about $23,000 in cash to JCLF. The foundation has committed to strategic planning with Coraggio Group and Michael Kosmala.

**ANNOUNCEMENTS**

**Date and agenda items for next meeting.** The next regular meeting will be at 5:15 pm on Thursday, May 17. The agenda will include the FY19 budget hearing, policies, and new job descriptions.

Ms. Lasky confirmed that all but Ms. Samson will be present for the June 21 board meeting. At that meeting, the budget might be adopted, and Penny Hummel will present a draft of the Facilities Master Plan.

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

**ADJOURNMENT**

The meeting adjourned at 7:20 pm.

Respectfully submitted,

[Signature]

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District