Josephine Community Library District
Board Regular Meeting Minutes
Thursday, March 15, 2018 at 6 pm
Illinois Valley Branch Library

Members present: Laurel Samson, Judy Williams, Beecher Ellison, John Harelson
Members absent: Jennifer Roberts
Staff present: Library Director Kate Lasky, Illinois Valley Branch Manager Roberta Lee,
Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo,
Guests: Kate Dwyer of Illinois Valley Community Development Organization

CALL TO ORDER. President Samson called the meeting to order at 6:16 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.

Approval of February 15 meeting minutes. The board reviewed the minutes to the last regular board meeting.
Action: Mr. Harelson requested that in the first Decision under Financial Report, “line items” change to “budget line items.”
Motion: Ms. Williams moved that the minutes to the February 15, 2018 board meeting be approved as amended. Ms. Samson seconded. The motion passed unanimously.

Public comment. There was no public comment.
Correspondence. There was no correspondence.
Annexation petition review. No annexation petitions were presented.

Presentation from Illinois Valley Community Development Organization (IVCDO).
Kate Dwyer, Community Development Coordinator for the Illinois Valley Community Development Organization (IVCDO), presented the organization’s history, its current scope of work, collaboratives, and focuses, and how Josephine Community Library District can be a resource. Mr. Harelson suggested putting the IVCDO in touch with the JCLD Reference Librarian for the community resource database project.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated March 15, 2018. The following are highlights:
• Annexation petitions. Twenty petitioner were reviewed and approved by Board of County Commissioners (BOCC).
• Administrative. The boardrecord@josephinelibrary.org email profile has been created for board members to copy on all email correspondence to archive for public records retention.
• Partnerships. JCLD is partnering with local Rotary Clubs and Josephine County Library Foundation (JCLF) for the Dolly Parton Imagination Library project.
• **Programs and service.** The Grants Pass branch expands hours from 24 to 40 per week beginning March 20. JCLD will begin charging for library cards the first week of April. Volunteers are being trained.

**Financial report.** Ms. Lasky reviewed the February Financial Statement memo dated March 15, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement, Profit & Loss by Class statement, and Balance Sheet as of February 28, 2018.

• **Financial planning.** The first draft of the budget will be sent to the Budget Committee by the end of March in preparation for the April 5 Budget Committee meeting.

• **Accounting.** Ms. Lasky is working with pre-auditor Gerald Burns who has made some accounting recommendations. Mr. Harelson disagrees with Mr. Burns’ recommendation regarding journal entries not needing to be adjusted. The board discussed the issue and concluded that the auditor might point it out.

**E-rate report.** Sabrina Carson and Jaime Campos, E-rate Coordinators for Willamette Education Service District called in to report on how E-rate has benefitted the entire state of Oregon. Ms. Carson referred to the memo from Ms. Lasky titled “Overview of the Federal E-rate Telecommunications Reimbursement Program” dated March 12, 2018 and pointed out that the decision to postpone the project to FY20 was because timeline was too short. She said the process and new timeline look realistic. She explained the reimbursement process. Sabrina suggested that the board consider joining the Oregon Procurement Information Network (ORPIN) to publicize the district’s request for proposal (RFP). She also offered that we can call them with more questions about the process.

Mr. Harelson suggested hiring a project manager when the time comes to oversee the E-rate project.

**ACTION ITEMS**

**Resolution to establish maintenance fund.** Ms. Samson introduced the requirement to have a separate bank account for the JCLD maintenance fund.

**Motion:** Mr. Harelson moved to adopt Resolution 2018-002 to open a savings account with People’s Bank for the JCLD maintenance fund. Mr. Ellison seconded. The motion passed unanimously.

**Review and approve proposal for JCLI transfer of assets.** Ms. Samson presented the Bill of Sale for Personal Property signed by Josephine Community Libraries, Inc. (JCLI) Board President Shad Shriver. When the district signs the Bill of Sale, it accepts ownership of the property listed in the attached inventory list from JCLI.

**Motion:** Mr. Ellison moved that JCLD sign the Bill of Sale for Personal Property for the transfer of assets from JCLI to JCLD with an effective date of January 31, 2018 and an indication that the JCLD board president signed the bill of sale on March 15, 2018. Ms. Williams seconded. The motion passed unanimously.
Second reading of policies: circulation, grants, discrimination, harassment, and bullying. Ms. Samson introduced the second reading and Ms. Lasky pointed out the rationale for the policies as outlined in her Policies memo dated March 15, 2018 for the following policies:

- 2-9. Grants
- 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
- 4-8-1. Non-Discrimination
- 4-8-2. Harassment
- 4-8-3. Bullying

Motion: Mr. Ellison moved to adopt policies and authorize library director to implement policies 2-9, 3-6-1, 3-6-2, 3-6-3, 3-6-4, 3-6-5, 3-6-6, 3-6-7, 4-8-1, 4-8-2, and 4-8-3. Mr. Harelson seconded. The motion passed unanimously.

Policy 3.6.1 Non-resident library card. Ms. Lasky presented four options for a new Non-resident Library Card policy. The board discussed the policy.

Action: Ms. Lasky will develop option #2 into a new Non-resident Library Card policy. This policy will state that non-residents of the district who pay taxes to support the library district may be eligible for a library card if individuals own a business or property located within the district but live elsewhere. The new policy will be presented at the April board meeting.

Motion: Mr. Harelson moved that option #2 be developed into policy, with the addition of an applicant signature line, photo ID, proof of address, and an “I attest...” statement above the signature. There will be a one-year limit to this policy at which time it will be reviewed and possibly changed. Mr. Ellison seconded. The motion passed unanimously.

First reading of policies: Leaves. Ms. Samson introduced the first reading of the Leaves policy, which includes leaves of absence, family leave, jury duty, military service, and bereavement leave. The board discussed continuing disability, life, and health insurance during family leave. Mr. Ellison suggested that for jury duty, employees do not have to return to work if an eight-hour day will be exceeded.

Policy revision: holiday and travel reimbursement. Ms. Samson introduced the revision of Policy 4-4-2 Travel Reimbursement Guidelines and Policy 4-5-2 Holidays. Ms. Lasky explained the rationale for the revisions.

Action: Ms. Lasky will research federal rate for travel per-diem and add a clause to Policy 4-4-2, Travel Reimbursement, for the library director to be able to make exceptions. The board will review the revised policy at its second reading in the April board meeting.
Policy 3-1-5, Public Records. The board discussed the Public Records Request Form.

ANNOUNCEMENTS
Date and agenda items for next meeting. The next meeting will be held at 5:15 pm on Thursday, April 26 in the Ben Bones Room at the Grants Pass branch. This is rescheduled from April 19 because of the Oregon Library Association conference.
Comments from board members. There were no further comments from board members.

ADJOURNMENT
The meeting adjourned at 8:14 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District