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

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

Approval of April 26 meeting minutes. The board reviewed the last regular board meeting minutes. 

Motion: Ms. Roberts moved that the minutes to the April 26, 2018 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Approval of May 7 special meeting minutes. The board reviewed the minutes to the special meeting.

Motion: Mr. Harelson moved that the minutes to the May 7, 2018 special meeting be approved as written. Ms. Roberts seconded. The motion passed unanimously.

Public comment. Nancy Hitchcock stated that today is very significant and special, because it’s the 11th anniversary of the closure of the Josephine County Library System in 2007 and one year since the election to form a district. She said the district has accomplished much in its first year.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed three annexation petitions. Mr. Ellison pointed out in the petition for William and Mary Cotton, the checkbox regarding the Urban Growth Boundary was not checked. Public Services Director Norma Singer stated that she’ll correct that.

Motion: Mr. Beecher moved that the board endorse the annexation petitions for William and Mary Cotton on the condition that the Urban Growth Boundary item is completed, Elizabeth Anna Holt, and David Kalvelage. Mr. Harelson seconded. The motion passed unanimously. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS

- Community engagement by staff. Staff are engaged in leadership roles throughout the local and statewide communities. She pointed out that Rebecca Stoltz is the chair of the Chamber of Commerce Ambassadors, Ms. Lasky is on the Oregon Library Association Legislative Committee, and has been invited to join Northwest Association of Rural and Small Libraries.
- “Think Out Loud” radio panel discussion. Ms. Lasky participated on an Oregon Public Broadcasting “Think Out Loud” program panel discussion exploring the topic “What is the Purpose of Government” with a radio audience at The Haul restaurant. The interview will be aired on Monday, May 28 and afterwards will be found on opb.org.
• **Partnerships.** The board reviewed the Partnership Agreement, which defines partnership project parameters and roles and responsibilities. The library denies partnership requests when they don’t align with the library’s mission, core services, or strategic direction.

• **Library card analysis.** The board reviewed the analysis of the 498 new library cards issued since charging for library cards started on April 1. The board was impressed with the analysis and would like to see it monthly. Ms. Lasky stated that the 25 library card scholarships ($1,500) were paid for by the grant from Josephine Community Libraries, Inc. as designated. **Action Item:** Ms. Lasky will include this analysis in the director’s report each month.

**Financial report.** Ms. Lasky reviewed the April Financial Statement memo dated May 17, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through April 2018, the Profit & Loss statement for grants through April 2018, and the Balance Sheet as of April 30, 2018.

• **Financial planning.** The Budget Committee approved the budget with the new format. The reimbursement process for the Kaye Jean Turner Trust and the Dorothy Thompson Fund will ensure that more funds are invested longer with Josephine County Library Foundation (JCLF).

• **Accounting.** Starting with the June finance report, restricted grant funds will no longer be reported to the board as deferred income but under “Grants” on the finance memo. Pre-audit consultant Gerald Burns is preparing accounting reports in anticipation of the audit process after the end of FY18. The RFP for audit services will be sent out in June. Mr. Harelson suggested that Mr. Burns can help the district reach out to auditing firms to get a good response to the RFP. He suggested that the RFP include the FY19 budget, the most recent financial statements, and promote the sound financial operations of the district including the up-to-date financials, the assistance of the pre-audit consultant and CPA, the creation of policies and procedures, and other aspects of interest to auditing firms. **Action:** Mr. Burns and Mr. Harelson will review the audit services RFP.

• **Expenses.** Ms. Lasky requested board approval to purchase ergonomic office furniture for business office staff costing up to $10,000 from the Facilities and Equipment line item. The board discussed the furniture and the budget impact. The conclusion was that there are funds in the budget for the purchase and it’s in line with the district’s strategic imperative of nurturing a work culture that values and supports its staff. **Motion:** Mr. Ellison moved that the library director be authorized to purchase ergonomic desks and associated items for up to $10,000. Ms. Roberts seconded. The motion passed. Mr. Harelson commended the staff on using QuickBooks to create such good financial reports.

**Strategic plan/work plan.** Ms. Samson stated her pleasure in the extent to which the board is using the strategic plan to make decisions.

**ACTION ITEMS**

**FY19 Budget Hearing.** Referencing the FY 2018-19 Budget Message and FY19 Budget approved by the JCLD Budget Committee on May 7, 2018, Ms. Samson opened the Budget Hearing at 5:50 p.m. Ms. Lasky gave an overview of the budget message and the budget, pointing out these highlights:

• The district will have carryover of $665,000 for July to November. The Budget Committee decided to put that carryover into the unappropriated ending fund balance (UEFB).

• Fulfilling campaign promises is a priority as shown by the Collection Development line item, which, at $175,000, is $3.50 per capita for the purchase of books and other materials.

• The budget is made up of two funds: one for general library services funded by tax receipts ($1.2 M) and one for enhanced library services ($226K) funded by grants and gifts.
• Personnel is $780,000 including benefits, which is small considering the population served. This is possible because the district enjoys 15-18 full-time equivalents in volunteer support.

Ms. Lasky stated that she’s very proud of this budget, and she’s proud of the district.

Guest and district volunteer Nancy Hitchcock asked if the cash carryover might eventually go into a capital fund. Ms. Lasky said the board will determine what kind of reserve fund it wants to have and what to do with the unappropriated ending fund balance and will adopt policies to reflect this.

Mr. Harelson pointed out that when the board adopts the budget, the board is authorizing management staff with the funding to help achieve the district’s strategic plan. He said that a finance policy is under development that states when any line items need to change, they’ll be brought to the board’s attention at monthly meetings.

With no further comment from the public or the board, Ms. Samson closed the Budget Hearing at 6 p.m.

FY19 budget, appropriations, and tax rate. Ms. Samson invited board discussion of the FY19 budget and tax rate. The board discussed appropriation amounts.

Motion: Mr. Ellison moved to approve Resolution 2018-007 to adopt the FY19 budget approved by the JCLD Budget Committee on May 7, 2018 and make appropriations, and Resolution 2018-008 to levy the ad valorem property tax rate of 39 cents per $1,000 assessed property value for FY19. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolutions.

Ms. Samson referenced the policies memo from Ms. Lasky dated May 15, 2018. The board held its second reading of the following policies:

• Operations Policy 3-6-1, section C. Library Cards for Non-Resident Library District Property Owners. No changes or information had been requested by the board during the first reading.
• Personnel Policy 4-5-5. Donating Personal Time Off. Ms. Lasky and Ms. Stover summarized the best practices research done with SDAO and the City of Grants Pass along with the resulting changes. The board discussed the changes.

Motion: Mr. Ellison moved to adopt Resolution 2018-005 to authorize the policy changes as presented in Operations Policy 3-6-1 and Personnel Policy 4-5-5. Ms. Roberts seconded. The motion passed unanimously. The board members signed the resolution.

Job descriptions. Ms. Lasky presented the proposed Fundraising Coordinator job description, which is awaiting SDAO feedback. This is a temporary, part-time position to support the Library Development Project funded by a Josephine County Library Foundation grant. The grant commitment runs through December 31, 2018, with an option but no guarantee for renewal. The board discussed the position and suggested two changes in addition to any changes SDAO might suggest.

Action: Under “Summary of Position,” change “with an option to renew” to “with a possibility of extension.” Under “Operations,” add “an average of 20 hours as scheduled, with a minimum of 15 and no more than 30 hours”

Motion: Ms. Roberts moved to accept the Fundraising Coordinator job description as amended. Mr. Ellison seconded, and the motion passed unanimously.
**Consent calendar.** Ms. Samson proposed the idea of establishing more formal board meeting policy to help make board meetings more efficient. One set of ground rules might include an articulation of which actions require resolutions versus motions. She also suggested the use of a consent calendar to include matters like minutes and reports that can be read ahead of time and then approved as a single motion as appropriate. The board agreed that they can explore such ideas.

**Action:** Ms. Samson will bring a proposal to the July meeting.

**BOARD MEMBER REPORTS**

**Library foundation liaison report.** Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on May 15, 2018 in Wolf Creek. She reported that Ms. Lasky and Partnership Manager Rebecca Stoltz conducted a guided conversation on poverty. The foundation now has $1.78M in assets. JCLF will start strategic planning with Coraggio Group later in May. The foundation discussed the Facilities Master Plan. Ms. Lasky reported that JCLF has raised $30,313 so far in the spring drive benefitting Dolly Parton’s Imagination Library. The goal is $200,000 across JCLF and Rotary fundraising over the five-year span of the project. It was pointed out that most of the Josephine Community Libraries, Inc. board members have joined the JCLF board.

**ANNOUNCEMENTS**

**Comments from board members.** Mr. Harelson noted that staff will deliver Resolution 2018-008 to levy property taxes for FY19 along with the form LB-50 (Notice of Property Tax and Certification of Intent to Impose a Tax...on Property) to the Josephine County Assessor. He requested that staff ask Assessor Roach to make sure all is in compliance and to ask for her response in writing.

**Action:** Ms. Lasky will write a letter requesting Assessor Roach’s written confirmation of the LB-50.

Mr. Harelson pointed out that this month marks the one-year anniversary of formation of the library district. He suggested sending a message to taxpayers commemorating the year’s accomplishments. As elected officials, he said the board members have certainly fulfilled their promise. Mr. Ellison added that the district should keep voters informed whether the news is good or bad. Ms. Lasky said that the strategic plan calls for an annual report the initiative to “Develop and implement a communications plan that includes progress updates on Measure 17-79 commitments.”

**Action:** Ms. Lasky will build infrastructure for the annual report and develop the report for FY18.

Mr. Harelson reminded the board that per its agreement with the library director, it needs to conduct its annual review of the library director, including the evaluation of performance and pay. Ms. Lasky pointed out that an annual review of the library director is also required by public library standards.

**Action:** The board will work with Ms. Lasky to develop the annual evaluation process.

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, June 21. The agenda will include a Facilities Master Plan presentation.

**ADJOURNMENT**

The meeting adjourned at 6:27 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District