Josephine Community Library District
Board Regular Meeting Minutes
Thursday, June 21, 2018 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams
Members absent: Laurel Samson
Staff present: Library Director Kate Lasky, Public Services Director Norma Singer, Communications Specialist Teresa Stover, Collection Development Librarian Michael Grutchfield, Cataloging Manager Robert Kohl
Guests: Penny Hummel, Bill Kohn, Nancy Hitchcock, Carolyn Kohn, David Mannix, Randy Richardson

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

CHANGES TO AGENDA. Ms. Roberts requested moving the agenda’s Standing Items after the executive session to provide enough time for public comment after the facilities presentation and to accommodate the attorney’s schedule. The board agreed.

PRESENTATION: Program Summary for Facilities Master Plan
Library facilities planning consultant Penny Hummel gave a presentation referencing the Josephine Community Library District Facilities Master Plan Phase 1 report dated June 18, 2018. Her scope of work was to conduct a needs assessment focused on services and facilities, gather community and stakeholder input, develop a facilities and technology plan with general concepts, and assist architects in Phase 2 of the project to collectively produce the Facilities Master Plan. She discussed the collection and shelving challenges at all four branches. She summarized the results of her needs assessment and focus groups, pointing out what’s working and not working at each of the four branches, along with best practices and recommendations for a new or renovated building. She reviewed the highlights of the technology assessment.

Action: The Phase 1 Facilities Report presentation will be posted on www.josephinelibrary.org.

PUBLIC COMMENT
Bill Kohn, David Mannix, Randy Richardson, and Nancy Hitchcock offered comment or questions about the facilities recommendations.

ADJOURNMENT
Ms. Roberts announced that the board would be moving in to executive session to consult with legal counsel according to ORS 192.660(2)(h). She adjourned the regular meeting at 5:53 p.m.

EXECUTIVE SESSION
The board moved in to executive session at 5:53 p.m. to consult with legal counsel, per ORS 192.660(2)(h). The board moved out of executive session at 6:09 p.m.

CALL TO ORDER
Ms. Roberts called the regular meeting to order at 6:09 p.m.
The board generally discussed the matter covered in executive session.

Motion: Mr. Ellison moved that, for the matter discussed in executive session, no action be taken.
Ms. Williams seconded. The motion passed unanimously.
STANDING ITEMS

Approval of May 17 meeting minutes. The board reviewed the last regular board meeting minutes. 

Motion: Ms. Williams moved that the minutes to the May 17, 2018 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed four new annexation petitions.

Motion: Mr. Harelson moved that the board endorse the annexation petitions for Hollis Ries, Kathleen and Mark Dwyer, Jessica Cannon, and Renee Ketler. Mr. Ellison seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated June 21, 2018. The following are highlights:

- Property Tax Levy. The County Assessor confirmed receipt of form LB50 (Notice of Property Tax and Certification of Intent to Impose a Tax...on Property) and the board’s Resolution 2018-008 to levy property taxes for FY19. The written notice confirmed all was in order.

- Connect Americans Now endorsement. The board reviewed the letter dated June 15, 2018 from Connect Americans Now, which addresses the broadband Internet gap. The organization is seeking an endorsement from JCLD. Ms. Lasky recommended endorsement.

  Motion: Ms. Williams moved that the board join the coalition and endorse the efforts of Connect Americans Now. Mr. Ellison seconded. The motion passed unanimously.

- Annual report. Ms. Lasky pointed out that the JCLD bylaws states that an annual report is to be adopted by the board at its July annual meeting. She requested that the annual report due date be changed to October so that data from the annual statistical report due to the State Library of Oregon can be used to develop the annual report, thereby providing more complete information and optimizing time. The board discussed that having the annual report in July was tied to the annual library director performance review, and expressed concern over the possibility of an incomplete evaluation without an annual report.

  Action: Ms. Lasky will consider how the annual report can highlight accomplishments for the year while also serving as the public annual report. She committed to submitting an annual report to the board in July and an annual report to the public in October.

- Job description global update. Ms. Lasky requested that the board approve an update to all JCLD job descriptions to include “loss of volunteers” as an indicator of error under Scope of Authority. Adding this statement will embed the value of volunteer engagement and culture into the district infrastructure. The resulting statement would be: “Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.”

  Motion: Mr. Ellison moved that all current and future job descriptions include “loss of volunteers” as an indicator of error under the Scope of Authority section. Ms. Williams seconded. The motion passed unanimously.

- Standing desks. The standing desks were purchased and delivered.

  Motion: Mr. Harelson moved that the additional $369.80 for the CPU unit be authorized for payment. Mr. Ellison seconded. The motion passed unanimously.

- Alternative library card options. The board reviewed the analysis of the 511 new library cards issued in May and the use of alternative card options including payments and scholarships.

She pointed out that the total tax payment for FY18 will show just a $99 difference from the budget’s projection. Mr. Harelsom was recognized with applause for having done such a precise projection. The board requested that the July finance memo include an update of cash carryover.

Strategic plan/work plan. There was nothing new to report about the strategic plan.

ACTION ITEMS

Facilities decisions. The board discussed the facilities recommendations from Ms. Hummel’s presentation as well as issues raised during public comment.

- Will the board want to correct all problems at once or handle them piecemeal?
  Phase 2 of the Facilities Master Plan project, with specifications and costs, will help the board determine priorities and scheduling of facilities improvements with the help of the Facilities Oversight Task Force and in partnership with Josephine County Library Foundation.
- The facilities report is thorough and impressive.
- It’s interesting that the Wolf Creek branch is the newest and nicest building, but is the least used. Building traffic and collection use at the branches can help prioritize facilities work.
- Is the Three Rivers School District (TRSD) willing to having a new library built on its land? Yes, discussions are under way for an intergovernmental agreement between JCLD and TRSD. It’s an ideal location for a new Williams building. There are constraints around trees and parking lots and available space, and these will be explored in Phase 2.
- Do we know whether Three Rivers School District will continue to operate the Williams Elementary School for the foreseeable future?
  Apparently enrollment is up and there’s no intention of closing the school.
- Will Phase 2 address the funding stream?
  The architects will give us the information and specifications needed to start fundraising; then we can create the fundraising plan.
- Two of the buildings have been identified with Internet problems. Is this out of scope?
  Possibly, but we can partner with other entities to resolve the issues. The district will apply to the FCC E-rate program, which offers a 90 percent reimbursement on bandwidth projects.

The board also discussed resolutions 2018-011 through 2018-014 which endorse the facilities recommendations for the Grants Pass, Illinois Valley, Williams, and Wolf Creek branches. The board decided that the resolutions were not necessary.

**Motion:** Mr. Ellison moved that the board endorse the recommendations of Penny Hummel Consulting and recommend to Josephine County Library Foundation that it move forward with its request for proposal to select an architectural firm that will evaluate the recommendations and formulate the Facilities Master Plan to implement the recommendations. Ms. Williams seconded. The motion passed unanimously.

**Action:** Ms. Lasky will discuss with the SDAO or JCLD attorney and obtain written advice about the ramifications of entering into a tripartite contract, in which the contract is between the foundation and the architectural firm and the district is the beneficiary.

**Action:** Ms. Lasky will have the SDAO or JCLD attorney review the Facilities Master Plan Phase 2 Request for Proposal before the foundation sends it out. A special board meeting might be called.
Maintenance fund expenditure authorization. Ms. Lasky explained they’ve learned there’s no restriction on the maintenance funds transferred from JCL to the district. She intends to replace the broken air conditioning unit at the Williams branch for which the district has received a bid of $4,383. The board discussed Resolution 2018-009. Mr. Harelson requested that the phrase “as confirmed by Josephine County’s Legal Counsel and Chief Financial Officer” be removed.

Motion: Mr. Ellison moved to adopt Resolution 2018-009 authorizing expenditure of the maintenance trust account as amended. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolution.

Kiwanis grant expenditure authorization. Ms. Roberts presented Resolution 2018-010. Motion: Mr. Harelson moved to adopt Resolution 2018-010 authorizing expenditure of a $2,000 grant from the Grants Pass Kiwanis Club. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolution.

Policies, first reading: Finance and Personnel. Ms. Roberts referenced the policies memo from Ms. Lasky dated June 19, 2018. The board held its first reading and discussed the following policies.

- Finance Policy 2-10, Budget Reviews and Transfers. Mr. Harelson had reviewed the draft in advance. He said this is a board governance issue in which the library director informs the board when transfers are needed between budget line items.
- Personnel Policy 4-2-6. Performance Evaluations. Ms. Lasky said that a 90-day trial period is being added to the policy, increasing clarity that a new employee is evaluated more closely. Mr. Ellison suggested that the phrase “If a disagreement exists between the employee and the supervisor’s evaluation” be changed to “If the employee disagrees with the evaluation.”
- Personnel Policy 4-2-x. District Expectations of Employees. Ms. Lasky explained that this is a new policy. Ms. Stover noted that SDAO reviewed the policy and suggested that under Examples of Prohibited Conduct, “#3, Being convicted of a felony” should be deleted. Mr. Ellison suggested that under Examples of Prohibited Conduct, “Bringing to the workplace any explosives, firearms, or any dangerous weapons” should be added.
- Personnel Policy 4-2-x. Discipline. Ms. Lasky reviewed this new policy. Ms. Stover noted that per SDAO review, the one-year stipulation in #4 Suspension and #5 Suspension Pending Dismissal should be deleted. The board suggested that the policy should specify that all disciplinary steps, including verbal counseling or warning, should be documented.

Action: The policies will be revised as noted and the second reading will be held at the July meeting.

Library director annual evaluation process. Ms. Roberts reiterated the board’s responsibility for the library director’s annual performance evaluation. She said although the one-year anniversary isn’t until September, the contract ends June 2019, so going forward, evaluations will be due in June of each year. The board suggested that the president and vice president share the responsibility for the evaluation process. Mr. Harelson stated his opinion that Ms. Lasky has done a wonderful job, and that he wants to ensure the board does what’s necessary to retain her. He said the board should develop a good process so she can receive a fair assessment in an official report. Ms. Roberts stated the board will be setting the precedent for the evaluation process for future years.

Action: Ms. Roberts will work with Ms. Samson to develop the library director evaluation process.

July annual meeting: FY19 elections, meetings, annual report. Ms. Roberts restated the bylaws’ stipulation that July is the month for the board’s annual meeting when elections are held for president and vice president; the year’s board meeting dates, time, and location are set; and the annual report is adopted. The board discussed that incumbents may stand for re-election.
BOARD MEMBER REPORTS

Library foundation liaison report. Ms. Roberts reported that the Josephine County Library Foundation (JCLF) met on June 19, 2018 in Wolf Creek. She reported that the foundation is ahead on its fundraising goals for Dolly Parton’s Imagination Library, and 880 children in Josephine County are enrolled in the program. The foundation’s assets are now at $1.8 million. The foundation is undergoing strategic planning which is expected to finish in September with a framework and a work plan. The foundation board is now made up of 17 members. It’s considering forming committees to help with decision-making. The foundation discussed its property in Jackson County that it wants to assess and possibly sell, and so are now seeking a real estate broker to assist.

ANNOUNCEMENTS

Comments from board members. Mr. Harelson announced that he and Kate attended a meeting with the City of Grants Pass and Josephine County Planning Department regarding two enterprise zones in Josephine County—one is the city and the other is the rest of the county. The enterprise zones can bring tax breaks and therefore new jobs and development for businesses applying for grants through Southern Oregon Regional Economic Development, Inc. (SOREDI).

Date and agenda items for next meeting. Ms. Roberts announced that the next regular meeting will be at 5:15 pm on Thursday, July 19. This will be the board’s annual meeting, and the agenda will include election of officers and setting the year’s meeting dates. The agenda will also include the second reading of the finance and personnel policies discussed tonight.

ADJOURNMENT

The meeting adjourned at 7:36 pm.

Respectfully submitted,

Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District