Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, July 19, 2018 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams, Laurel Samson  
Members absent: none  
Staff present: Library Director Kate Lasky, Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer  
Guests: Bill Kohn

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

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

Approval of June 21 meeting minutes. The board reviewed the last regular board meeting minutes.  
Motion: Ms. Williams moved that the minutes to the June 21, 2018 board meeting be approved as distributed. Mr. Harelson seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed two new annexation petitions.  
Motion: Mr. Harelson moved that the board endorse the annexation petitions for Kenneth and Kathleen Rich and Robert Litak. Ms. Williams seconded. The motion passed. Ms. Samson 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 July 19, 2018. The following are highlights:

- **State of the Library.** Ms. Lasky invited a representative of the board of directors to attend.
- **Dolly Parton Imagination Library.** To date, 970 children in Josephine County have registered their children under the age of five to receive books through the Dolly Parton Imagination Library project in partnership with local Rotary groups.
- **Summer Reading Program.** About 600 children have registered to participate in the Summer Reading Program so far.
- **Employee engagement survey.** Coraggio Group delivered results to staff and said that Josephine Community Library District has some of the most impressive scores out of all the companies they've worked with.
- **Audit services request for proposal (RFP).** So far there has been one response out of 14 invitees to the RFP. The proposal deadline is July 30.
- **Ground safe found at the Grants Pass branch has led to a lot of engagement from the community.**  
  Action: Ms. Lasky will contact the police department to find out if they have someone on staff who would be able to crack the ground safe.

The board discussed cash carryover and cash reserves as well as the anticipation of increased costs for communications and technical writing.

**ACTION:** Mr. Harelson requested that Ms. Lasky bring a proposed budget adjustment to the August board meeting.

The board also discussed cash reserve funds and the fact that in about 10 years, the levied tax amount will not meet anticipated expenses.

The board discussed the sharing of financial reports with other organizations like grant funders. The board determined that although formal motions are not required, financial reports should only be shared after the board has reviewed them in quorum.

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

**Action:** Ms. Samson said she’ll assemble the board’s action items from the work plan to review at each meeting.

ANNUAL MEETING

Per district bylaws, the July board meeting is designated as the board’s annual meeting, at which officers are elected, the meeting times are set for the year, and the annual report is reviewed.

**FY19 election of board president and vice president.** Per district bylaws, the president and vice president serve for one year, and may be re-elected to a second year.

**Motion:** Mr. Ellison moved to reelect Ms. Samson as board president and Ms. Roberts as vice president. Mr. Harelson seconded. The motion passed unanimously.

**FY19 meeting date and time.** The board decided to continue meeting for the monthly board meeting on each third Thursday.

**FY18 annual report.** Ms. Lasky reviewed, and the board discussed the FY18 annual report. The following are highlights.

- Volunteer hours increased by 1,100 hours because a lot of existing volunteers have taken on more shifts.
- Staff and volunteers have been able to retain community satisfaction throughout changes and the implementation of charging for cards.
- Ms. Williams requested more information about library partners and their programs. Ms. Samson requested information about criteria for partnerships.
- Ms. Lasky stated that to help preserve the library’s culture, the library’s volunteer model will be articulated in the district’s business plan.
- Ms. Lasky commended the board members on their significant role in the district’s success in its first year.

**Action:** Ms. Lasky will arrange for Partnership Manager to present to the board about current community partners and their programs, as well as library partnership criteria.

**Action:** Ms. Lasky will email the board a link to the new library YouTube video.
**ACTION ITEMS**

**Authorizing investment of district funds.** Ms. Lasky and Mr. Harelson explained that the county requires annual authorization from the district for Josephine County to invest district funds in the Local Government Investment Pool (LGIP).

**Motion:** Mr. Ellison moved to adopt resolution 2018-011 in the matter of Authorizing Investment of Josephine Community Library District funds. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Policies, second reading: Finance and Personnel.** Referencing her “Policy Readings and Revisions” memo dated July 17, 2018, Ms. Lasky reviewed the changes made to the four policies first reviewed by the board at the June meeting.

Mr. Ellison moved to adopt resolution 2018-012 in the matter of adopting Policy 2-10 Budget review and Transfers, Policy 4-2-6 Performance Evaluations, Policy 4-2-7 District Expectations of Employees, and Policy 4-2-8 Discipline. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Library director annual evaluation process.** Ms. Samson stated that she and Ms. Roberts met to start formulating the process for the annual library director performance evaluation. She distributed the Library Director Annual Performance Evaluation form which bases the performance evaluation on the imperatives in the strategic plan, with three ratings for performance against each imperative. The board discussed this method of evaluation and a possible framework against the requirements of the contract with the library director. Mr. Harelson asked about a five-year plan for library director compensation.

**Action:** Ms. Samson and Ms. Roberts will review the board’s employment contract with Ms. Lasky and will bring a framework and process to the next meeting. Ms. Samson will also check executive session rules regarding the library director performance evaluation.

**Action:** Ms. Lasky will bring the employee compensation plan to the August or September board meeting.

**BOARD MEMBER REPORTS**

**Library foundation liaison report.** Ms. Roberts reported that the Josephine County Library Foundation board will meet next Monday. The foundation has completed its strategic planning process with Coraggio Group, and the strategic framework will be reviewed and voted on Monday. Ms. Lasky will put a request in for different branding to more easily differentiate the two organizations.

**Action:** Ms. Lasky will include the foundation’s strategic framework in the August board packet.

**Facilities Oversight Task Force report.** Ms. Williams shared that the task force reviewed the Facilities Master Plan Phase 2 RFP. The task force decided to postpone the beginning of the capital campaign until spring 2019 to allow an adequate amount of time for planning. A feasibility statement needs to be presented before a capital campaign can begin. The memo from Ms. Lasky titled “Facilities Master Plan follow-up and update” dated July 17, 2018 was referenced for this discussion. Ms. Lasky called attention to the attorney’s note about who will oversee construction and who will own the buildings. The board also discussed building maintenance, its inclusion in the district’s budget, and sources of revenue.

**Action:** Ms. Stover will develop a worksheet for the task force to use when evaluating proposals.
ANNOUNCEMENTS

Comments from board members

Employee benefits. Mr. Harelson asked if employees are happy with benefits package. Ms. Lasky answered that she has not heard employee comments or complaints about benefits. She said that it was established last fall and will be reviewed each year before benefits renewal time (around November). An employee project team will review benefits, especially health care options.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, August 16. Agenda items will include the board’s work plan, the library director performance evaluation process, and a presentation by the Partnership Manager.

ADJOURNMENT

The meeting adjourned at 7:01 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District