Josephine Community Library District
Board Regular Meeting Minutes
Thursday, August 16, 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, Partnership Manager Rebecca Stoltz, Cataloging Manager Robert Kohl
Guests: Bill Kohn, Sue Cohen

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

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

Approval of July 19 meeting minutes. The board reviewed the last regular board meeting minutes.
Motion: Mr. Harelson moved that the minutes to the July 19, 2018 board meeting be approved as distributed. Ms. Roberts 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 Marilyn Percey and Steven Villian. Mr. Ellison seconded. The motion passed. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS
Library partnership program. Partnership Manager Rebecca Stoltz referenced her FY2017-18 Service Partnership Report dated August 3, 2018, the Partnership Criteria Review form, and the JCLD Partnership Agreement as she presented criteria for selecting community partnerships. Partnerships help to demonstrate the value of libraries in the community. The library has 20 current service partnerships with a max capacity of 25 at a time. Ms. Williams noted that the criteria is well thought out.
Ms. Stolz gave examples of partnership successes such as the Applegate Poets and Oregon Poetry Association who partnered with the library in response to the community’s interest in more poetry programs. She noted that one challenge with partnerships is not knowing the amount of staff time and caretaking any particular partnership might require.
Ms. Roberts pointed out that Gilder Lehrman is a world-renowned organization that is globally respected and that it is noteworthy that they choose to partner with our library system.
Mr. Harelson suggested keeping track of how many staff hours are spent on each program. The board thanked Ms. Stoltz for her thorough report and for her efforts in fostering the many partnerships throughout the community.
Library director's report. Ms. Lasky reviewed the Library Director’s Report dated August 16, 2018. The following are highlights:

- **September meeting.** The board agreed to change the date of the next board meeting from September 20 to September 27 to accommodate Ms. Lasky’s participation in the OLA public library directors’ meeting.
- **District board email.** The email address board@josephinelibrary.org was created so that the public has access to communicating with library elected officials. Mr. Harelson suggested a record be kept of each of the emails for filing and recordkeeping.
  
  **Action:** Ms. Lasky will have boardrecord@josephinelibrary.org added to the board@josephinelibrary.org distribution list, so that an automatic archive is created.

- **Wildfire emergency web page.** Ms. Lasky shared that the clearinghouse of emergency resources on the library website is a huge success that is well-received by the public and library volunteers.
  
  **Bridging Oregon.** Ms. Lasky shared information about the Bridging Oregon project, including the Partnership Agreement established for the program with Oregon Humanities.
  
  **Action:** Ms. Lasky will contact the emergency manager at the county to see if they would like to link to the library’s emergency resource page on the county’s website.

- Ms. Lasky shared that under the Imperative #2 section staff is developing and implementing their own ideas for staff development.

**Financial report.** Ms. Lasky reviewed the July Financial Statement memo dated August 16, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through July 2018, the Profit & Loss statement for grants through July 2018, and the Balance Sheet as of July 31, 2018.

**Strategic plan/work plan.** There was nothing new to report about the board’s action items in the strategic plan.

**ACTION ITEMS**

**Contract for auditing services.** Ms. Lasky presented the revised letter of engagement and contract with CPA firm Pauly, Rogers and Co. This revision reflects the changes requested by the audit proposal review team.

**Motion:** Ms. Williams moved to approve resolution 2018-013 to engage Pauly, Rogers and Co. to perform the district’s financial audit for FY18. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Library director annual evaluation process.** Referencing the Annual Assessment form, Ms. Samson offered several options regarding the library director annual evaluation process.

**Action:** The board president and vice president will meet with the library director to present the board’s evaluation and discuss goals before the September meeting. Research about compensation will be done, and in the September meeting, the board will hold an executive session to complete the evaluation process, discuss compensation, and discuss any updates to the library director contract.

**Policies, first reading: Operations and Personnel.** Referencing her “Policy Readings and Revisions” memo dated August 14, 2018, Ms. Lasky summarized the content of the following seven new or revised policies for the board’s first reading.

- Operations Policy 3-1-1, Privacy and Confidentiality of Library Records. The board discussed the fact that patron records are not public records that may be requested. Mr. Ellison pointed out that personally identifying information must be redacted from any public records
requests.

**Action:** The Public Records policy will be checked to make sure this is explicit.

- Operations Policy 3-6-2, Library Card Registration.
  
  **Action:** Staff will confirm that the Operations policy set was reviewed by SDAO.

- Personnel Policy 4-3-2, Health Insurance and Retirement Benefits.

- Personnel Policy 4-6, Safety and Accidents. It was pointed out that this is a new policy section, and more policies will come to board review in future months.

- Personnel Policy 4-6-1, Workplace Safety.

- Personnel Policy 4-6-2, Accident Response.

- Personnel Policy 4-6-3, Reporting Suspected Child or Elder Abuse. Library staff and volunteers are mandatory reporters of suspected child and elder abuse.

Mr. Harelson asked if this policy review would typically be handled by a consent agenda if such a process were in place. The board also confirmed that policies have been adopted by resolution rather than motion.

**Action:** Ms. Samson will prepare a proposal for a consent agenda process, which would include items handled with a consent agenda, as well as matters decided with motions versus resolutions.

**BOARD MEMBER REPORTS**

**Library foundation liaison report.** Ms. Roberts reported that the Josephine County Library Foundation (JCLF) board has approved its Three-Year Strategic Plan with a vision statement of “A world where knowledge and culture are accessible for all.” The foundation board has contracted with Coraggio Group to help it develop this strategic plan and is now developing the work plan.

**Action:** This strategic plan will be posted to the foundation’s page on the library website.

**Facilities Oversight Task Force report.** Referencing the Facilities Master Plan Update memo dated August 14, 2018, Ms. Roberts shared that the Facilities Master Plan effort has moved into Phase 2. Ms. Williams shared that two of three invited architectural firms responded with proposals for developing the Facilities Master Plan based on the work started by Penny Hummel in Phase 1. The foundation has contracted with Penny Hummel for more hours to work with the architectural firm through Phase 2. The Facilities Oversight Task Force was unanimously in favor of choosing the same firm. Ms. Lasky spoke to the selected architectural firm which agreed that Phase 2 can be split so that the library district can share the cost with the foundation.

**Decision:** The board agreed that it was willing to share the cost with the foundation to complete the Facilities Master Plan.

The task force will present the foundation board with the option of carrying the full cost or sharing the cost with the district.

**Action:** If the foundation board decides it prefers to share the cost of Phase 2 with the district, the Facilities Oversight Task Force will work out the district contract with the architectural firm. As the board’s representatives on the task force, Ms. Williams and Ms. Roberts will bring the contract to the board for approval.

**ANNOUNCEMENTS**

**Comments from board members.** Mr. Harelson will be absent for the November board meeting. He can be available by phone if needed for a quorum.

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, September 27. Agenda items will include maintenance cost analysis,
employee compensation plan, supplemental budget, first reading of a finance policy for cash reserves, second reading of the operations and personnel policies, and an executive session regarding the library director performance evaluation.

ADJOURNMENT
Ms. Samson announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b). She adjourned the regular meeting at 6:26 pm.

EXECUTIVE SESSION
The board moved in to executive session at 6:26 pm to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b). The board moved out of executive session at 7:15 pm.

CALL TO ORDER
Ms. Samson called the regular meeting to order at 7:15 pm. The board summarized the matter covered in executive session.

Motion: Mr. Ellison moved that the board appoint Ms. Samson and himself to follow up on the matter in accordance with district policy and to present findings to the board for determination of next steps. Mr. Harelson seconded. The motion passed unanimously.

ADJOURNMENT
The meeting adjourned at 7:18 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District