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 August 16 meeting minutes. The board reviewed the last regular board meeting minutes.
Motion: Ms. Roberts moved that the minutes to the August 16, 2018 board meeting be approved as distributed. Ms. Williams seconded. The motion passed unanimously.

Approval of August 22 special meeting minutes. The board reviewed the August 22 special board meeting minutes.
Motion: Ms. Roberts moved that the minutes to the August 22, 2018 special board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. There was no correspondence.

Annexation petition review. The board reviewed six new annexation petitions.
Motion: Mr. Ellison moved that the board endorse the annexation petitions for Marilyn Mooshie, Jaime and Michael Szijjarto, Robin Terranova, Emily Fabbri, Lars Lindburgh, and Mohini Shukla, Sarah Kuhn, and Phyllis Nipps. Mr. Harelson 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 September 27, 2018. The following are highlights:

- Youth Services Librarian. The children’s librarian was promoted to youth services librarian and the job description was revised.
- Business Manager. The fiscal coordinator was promoted business manager the job description was revised.

Motion: Mr. Harelson moved that the board approved the revisions made to the Youth Services Librarian and Business Manager job descriptions be accepted. Ms. Williams seconded. The motion passed.

- Compensation plan. Ms. Lasky asked the board if they are generally supportive of cost-of-living adjustment (COLA), merit-based increases, or step-based (automatic annual) increases, or if they would like to revisit that question on a yearly basis.
Ms. Lasky spoke to all department managers prior to this meeting and they all prefer a merit-based pay increase rather than seniority-based pay increase. She also pointed out that with annual COLA increases, the budget for wages could be unsustainable in about five years.

Ms. Williams supports merit-based pay increases because they encourage more conversations about performance, which can be productive for staff.

Mr. Ellison prefers seniority-based pay to avoid possible staff complaints or perceived unfairness. Ms. Roberts agreed.

Ms. Samson prefers a step-up based pay increase because each year an employee is in a position, they should become more valuable to the company.

Mr. Harelson would like the board to agree annually on a cost of living increase across the board for all employees. He also expressed his preference for merit-based raises. If employees reach the top of their job category’s salary range, they should receive annual COLA increases thereafter.

Ms. Roberts suggested that Ms. Lasky try merit-based pay increases if that is what she prefers. If it doesn’t work out, she can switch to a step-based pay increase.

**Action:** Ms. Lasky will build two plans: one for merit-based increases and one for seniority-based increases and will present to the board at the next board meeting.

**Financial report.** Ms. Lasky reviewed the August Financial Statement memo dated September 27, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through August 2018, the Profit & Loss statement for grants through August 2018, and the Balance Sheet as of August 31, 2018.

Mr. Harelson had concerns about the increase in funds coming out of the Foundation fund. Ms. Lasky explained that a Fundraising Coordinator was hired to help the Foundation and is being paid from that fund along with the Executive Director, Partnership Manager, and Communications Coordinator whenever they are doing Foundation-related work.

**Action:** Ms. Lasky will provide a detailed report of the Foundation fund at the October board meeting including detail about district salaries under the JCLF and JCLI grants.

**Action:** Ms. Lasky will revise the maintenance fund expense and revenue report for the board by changing “County Clerk” and removing the monthly fluctuations noted in the memo.

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

**ACTION ITEMS**

**Authorization of budget contingency transfer.** Referencing the Contingency Transfer Process and Request memo, Ms. Lasky requested that Contingency funds be moved to the General Library Operations fund in order to engage Sheepscot Creative to support communications and marketing of facilities planning and library services throughout the community, as well as to support technical writing services.

**Motion:** Mr. Harelson moved to approve resolution 2018-014 to transfer fund out of Contingency and into the General Library Operations fund for special contracts. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Authorization of expenditure of funds for the Refreshing Youth Collections grant.** Referencing the Refreshing Youth Collections grant authorization memo, Ms. Lasky explained that the library received an unexpected grant from the State Library of Oregon for the purchasing of materials for children and teens from recommended book lists.
**Motion:** Ms. Williams moved to approve resolution 2018-015 to accept the revenue for the Refreshing Youth Collection grant. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Policies, second reading: Operations and Personnel.** Referencing the “Policy Readings and Revisions” memo dated September 25, 2018, Ms. Lasky summarized the content of the following seven new or revised policies for the board’s second reading.

- Operations Policy 3-6-2, Library Card Registration.
- Personnel Policy 4-3-2, Health Insurance and Retirement Benefits.
- 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.

**Motion:** Ms. Roberts moved to adopt Resolution 2018-016 to authorize implementation of policies 3-1-1, 3-6-2, 4-3-2, 4-6, 4-6-1, 4-6-2, and 4-6-3. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Approval of Library Assistant job description.** Referencing the library assistant job description, Ms. Lasky requested that the board approve the job description in order to open the position. **Motion:** Mr. Harelson moved to approve the job description for library assistant and to approve filling the position. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Policies, first reading: Finance, Operations, and Personnel.** Referencing the “Policy Readings and Revisions” memo dated September 25, 2018, Ms. Lasky summarized the content of the following seven new or revised policies for the board’s second reading.

- Finance Policy 2-3, Cash and Purchasing
- Finance Policy 2-9, Grants
- Operations Policy 3-1-5, Public Records
- Operations Policy 3-2-3, Patron Input
  **Action:** Ms. Lasky will change the word “reviewed” to “approved” per Mr. Harelson’s request.
- Operations Policy 3-4-8, Disasters and Emergency Preparedness
- Personnel Policy 4-2-8, Discipline, Grievance Process section
  **Action:** The first reading of this policy is tabled until the next meeting.
- Personnel Policy 4-9, Whistleblower Reporting and Protection
  **Action:** The first reading of this policy is tabled until the next meeting.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.**

**Grants Pass building site criteria.** Ms. Roberts reported that the Josephine County Library Foundation (JCLF) board has met twice since the last JCLD meeting. The Foundation has elected new officers and are still undergoing strategic planning. They have broken into committees to tackle specific goals for their strategic plan.
Ms. Williams shared that a list of about 16 properties has been created by the Facilities Oversight Task Force of possible sites for the new Grants Pass branch. Hacker evaluated all four library branches during their first visit to Josephine County in September.

The Foundation has pushed out the deadline to kick-off the capitol campaign until the summer of 2019.

ANNOUNCEMENTS
Comments from board members, No comments

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, October 18. Agenda items will include policy review and the compensation plan.

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) and to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). She adjourned the regular meeting at 6:37 pm.

EXECUTIVE SESSION
The board moved in to executive session at 6:37 pm. The board moved out of executive session at 7:05 pm.

CALL TO ORDER
Ms. Samson called the regular meeting to order at 7:05 pm.

Complaint. The board summarized next steps regarding the complaint discussed in executive session.
Motion: Mr. Ellison moved that the board declare that investigation of the matter has been concluded, that allegations have been determined unfounded, and that the library director is cleared of any wrongdoing. Ms. Williams seconded. The motion passed unanimously.

Performance Review. The board summarized next steps regarding the performance review of the library director.
Action: Ms. Samson will meet with Ms. Lasky to discuss her performance review.

ADJOURNMENT
The meeting adjourned at 7:10 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District