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 September 27 meeting minutes. The board reviewed the last regular board meeting minutes. Ms. Williams requested that under the section titled “Grants Pass building site criteria” an edit be made to express that the Facilities Oversight Task force created the list of 16 properties that are possible sites for the Grants Pass branch, not Hacker architects.

Motion: Ms. Roberts moved that the minutes to the September 27, 2018 board meeting be approved with the correction requested by Ms. Williams. 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 one new annexation petition.

Motion: Mr. Harelson moved that the board endorse the annexation petitions for Donald Rubenstein. 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 October 18, 2018. The following are highlights:

- The Library Foundation Development Grant will not be renewed after December 31, 2018 in response to the Foundation’s strategic planning. Mr. Harelson suggested doing joint strategic planning with the JCLF board in 2019.
- Annexation petition fee.
  - Two petitioners have retracted their annexation petitions.
  - The County Assessor will be charging a fee beginning January 2019 for any annexations into any special district. Ms. Lasky proposed that the board discuss the possibility of paying the fee for any petitioners.

  Motion: Mr. Harelson move to authorize Ms. Lasky to attend the County Commissioner meeting to endorse the fee. Mr. Ellison seconded. The motion passed unanimously.
Spanish-language materials: Ms. Roberts asked if we need to allocate funds for Spanish translation. Ms. Lasky said she will review with staff to see if additional funds are needed.


Action: Mr. Harelson will meet with Ms. Lasky and Ms. Hay about credit card processing under the cash basis of accounting, changed to the accounting system, and contingency transfer.

Action: Ms. Lasky and Ms. Hay will include a column for the previous year in the new grant report.

Action: Ms. Lasky will change the word “clerk” to “treasurer” under “Statement of financial position in her financial report.

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

ACTION ITEMS

Authorization of E-rate consultant contract. Referencing the “E-rate planning” memo Ms. Lasky highlighted that the E-rate program would help to install high-speed fiber-optic Internet lines for the Illinois Valley branch and for the Wolf Creek branch in partnership with Sunny Wolf Charter School. It would also help with the purchasing, configuring, and deployment of updated Internet access to all four library branches including new switches, routers, Wi-Fi, wiring, and other necessary internal infrastructure. Because it is a complicated application process, Ms. Lasky recommended consulting with EdTech Strategies, LLC to assist with the process.

Motion: Mr. Harelson moved to approve resolution 2018-017 to authorize the E-rate consultant contract with EdTech Strategies, LLC with a change in preference from “flat rate” to “annual fee.” Ms. Roberts 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 October 16, 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 3-2-1 Collection Development.
- Operations Policy 3-4-8, Disasters and Emergency Preparedness.

Motion: Ms. Roberts moved to approve resolution 2018-018 to adopt policies 2-3, 2-9, 3-1-5, 2-9, 3-1-5, 3-2-1, 3-2-3, and 3-4-8. Mr. Ellison seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Policies, first reading: Personnel. The board had its first reading and discussion of the following policies:

- Personnel Policy 4-2-8, Discipline.
- Personnel Policy 4-9, Whistleblower Reporting and Protection.
- Personnel Policy 4-5-2 Holidays
The second reading of these policies will take place at the November board meeting.

**Compensation Plan.** Referencing her “JCLD Compensation Plan” memo dated October 18, 2018, Ms. Lasky reviewed the descriptions she developed for a step-based compensation plan and for a merit-based compensation plan. She pointed out that the performance review form could be used regardless of which compensation plan is adopted.

Mr. Harelson was concerned about the score being averaged because if employees excel in some areas and are poor in others, they may still end up with a “passing” score to get a pay increase in spite of needing improvement in some areas.

Mr. Ellison is concerned that a merit-based compensation plan would be unfair.

Ms. Roberts is in favor of merit-based compensation plan because it is what the library staff has recommended.

Mr. Harelson shared that he thought the merit-based plan would be extra work for supervisors, but because the library system is not a large company and because library staff has requested it, a merit-based compensation plan would work.

The majority of the board agrees that Ms. Lasky should move forward with the merit-based compensation plan.

**Action:** Ms. Stover will add pay ranges to all job descriptions.

**Action:** Ms. Lasky will prepare a revised merit-based compensation plan and performance review form to present at the November board meeting. Mr. Harelson suggested testing the form by role-playing with difference employee scenarios to make sure the tool will work reliably. Ms. Lasky will keep the board updated on the progress.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Roberts presented the foundation’s three-year strategic plan. The Facilities Oversight Task Force will set priorities for when buildings are built or renovated. The foundation plans to hire or contract with staff for fundraising, marketing, and communications.

**Action:** Ms. Lasky will share the foundation’s work plan with the board at the November board meeting.

**Facilities Oversight Task Force.** Task force members evaluated 16 potential building sites for a new Grants Pass library and whittled the list down to seven. They met with the Hacker architects on October 9 and toured the seven sites. After further discussion, the task force chose the top three potential sites. The owner of one of these sites has expressed interest in possibly reducing the property sale price as a charitable donation. Hacker also presented preliminary designs for an Illinois Valley renovation and new Williams library.

**ANNOUNCEMENTS**

**Comments from board members.** Mr. Harelson said that tax projections can be done in December.
**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, November 15. Agenda items will include the employee compensation plan, financial support for Spanish materials, and an update regarding the Facilities Master Plan.

**ADJOURNMENT**
Ms. Samson announced that the board would be moving in to executive session to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The meeting adjourned at 7:15 pm.

**EXECUTIVE SESSION**
The board moved in to executive session at 7:15pm to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The board moved out of executive session at 7:18 pm.

**CALL TO ORDER**
Ms. Samson called the regular meeting to order at 7:18 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 7:20 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District