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 October 18 meeting minutes. There were no changes to the October 18 minutes,
Motion: Ms. Williams moved that the minutes to the October 18, 2018 board meeting be approved.
Mr. Ellison 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 Michael and Denise Maas, Joya Feltzin, David Fletcher, Diane Floyd, Judy and Philip Niedermeyer, and Saundra Whitten.
Ms. Williams seconded. The motion passed. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

Ms. Lasky noted that the weekly business meeting for county commissioners will be held on Tuesday, November 20. The following seven annexation petitions will be up for approval:
- Sarah Kuhn
- Emily Fabbri, Lars Limburg, and Mohini Shukla
- Marylin Mooshie
- Phyllis Jean Nipps
- Marylin Ann Percey
- Michael and Jaime Szijjarto
- Robin Sue Terranova

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated November 15, 2018. The following are highlights:
- JCLD board will update the strategic plan in January with Coraggio Group.
- JCLD board will participate in a joint board session with the foundation early next year.
- Annual report was published.
• Work with audit consultant continues.
• Spanish language translation support is being researched by my communications coordinator.
• Referencing the “Increasing Diversity, Equity, and Inclusion” memo by Williams Branch Manager Ellie Avis, Ms. Lasky reviewed concepts taken away from a training they attended led by Thomas Bruner of Bruner Strategies supporting the library district’s strategic plan value of equity and inclusion.
• Ms. Lasky reviewed the new adult services and volunteer manager position.

**Motion:** Ms. Roberts moved that the board approve the merged and revised job description for the adult services and volunteer manager position. Mr. Ellison seconded. The motion passed.

**Financial report.** Ms. Lasky and Ms. Hay reviewed the November Financial Statement memo dated November 15, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through October 2018, the Profit & Loss statement for grants through October 2018, and the Balance Sheet as of October 31, 2018.

Ms. Lasky pointed out that a portion of septic pipe needs to be replaced at the Illinois Valley branch. It will come out of the maintenance fund.

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

**ACTION ITEMS**
**Policies, second reading: Personnel.** Referencing her “Policy Readings and Revisions” memo dated November 15, 2018, Ms. Lasky summarized the content of the following two new or revised policies for the board’s second reading.

• Personnel Policy 4-2-8, Discipline.
• Personnel Policy 4-5-2, Holidays.
• Personnel Policy 4-9, Whistleblower Reporting and Protection.

**Motion:** Mr. Ellison moved to approve resolution 2018-021 to adopt policies 4-2-8, 4-5-2, and 4-9. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Authorization of Memorandum of Understanding with Sunny Wolf Charter School.** The board phone conferenced with E-rate Consultant Alec Johnson from EdTech Strategies to discuss the reasons for a Memorandum of Understanding between Sunny Wolf Charter School and Josephine Community Library District. He explained that the Memorandum of Understanding is a vehicle to set up consortium between SWCS and library district. This will allow the school and the library district to jointly bid for services and share costs. The Sunny Wolf Charter School board of directors has committed to pay $2,000 towards consulting fees.

**Motion:** Ms. Roberts moved to approve resolution 2018-020 to authorize Ms. Lasky to sign the Memorandum of Understanding between the library district and Sunny Wolf Charter School. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.
**Internet Infrastructure Project and FCC E-rate funding.** Referencing the updated “Internet Infrastructure Project and FCC E-rate funding” memo dated November 15, 2018 Ms. Stover reviewed the process for the Request for Proposals for the E-rate contract. The following are highlights:

- There are two parts to the E-rate procurement for the Internet Infrastructure Project. RFP #2018-003 reflects the installation and deployment of Internet access. RFP #2018-004 is for the purchase of Internet infrastructure equipment.
- RFP #2018-004 is an intermediate procurement since networking equipment is under $150,000.
- Ms. Stover noted that EdTech Strategies recommended that all respondents to the RFP be interviewed.

**Motion:** Ms. Williams moved to authorize the RFP. Mr. Ellison seconded. The motion passed unanimously, and the board members signed the resolution.

**Compensation Plan.** Referencing her “JCLD Compensation Plan” memo dated November 15, 2018, Ms. Lasky reviewed the update to the evaluation form for staff.

**Motion:** Ms. Roberts moved to adopt a merit-based compensation plan for staff. Ms. Williams seconded. Mr. Ellison opposed. The motion passed.

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

- Operations 3-3-2, Use of Internet and Other Digital Reference Tools.
- Operations Policy 3-6-2, Library Card Registration.
- Personnel Policy 4-3-2, Health Insurance Benefits.
- Personnel Policy 4-3-3, Retirement Benefits.

The second reading of these policies will take place at the December board meeting.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Roberts reported that the library foundation’s next meeting was moved to December 4th. The end-of-year fundraising drive just launched this week.

**Facilities Oversite Task Force.** Preliminary designs for Illinois Valley branch were presented by Hacker. Four initial design concepts were presented for the Grants Pass branch.

The task force asked Hacker to develop a proposal for additional work to develop initial design ideas and drawings based on a building at the River City Plaza sight. This proposal has been received and is now under consideration.

**Action:** Ms. Lasky and Ms. Williams will present the preliminary design concepts at the December board meeting.

**ANNOUNCEMENTS**

**Comments from board members.**

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, December 20. Agenda items will include an update on E-rate and a presentation of the preliminary design concepts for the Grants Pass, Williams, and Illinois Valley branches.
ADJOURNMENT
The meeting adjourned at 6:25 pm.

Respectfully submitted,

[Signature]

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District