Josephine Community Library District
Board Regular Meeting Minutes
Thursday, December 20, 2018 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library

Members present: Jennifer Roberts, John Harelson, Beecher Ellison, Laurel Samson
Members absent: Judy Williams
Staff present: Library Director Kate Lasky, Business Manager Kedron Hay, 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 5:15 pm.

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

Approval of November 15 meeting minutes. There were no changes to the November 15 minutes,
Motion: Mr. Ellison moved that the minutes to the November 15, 2018 board meeting be approved.
Ms. Roberts seconded. The motion passed unanimously.

Approval of November 29 special meeting minutes. There were no changes to the November 29 special meeting minutes.
Motion: Ms. Roberts moved that the minutes to the November 29, 2018 special 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 two new annexation petitions.
Motion: Mr. Harelson moved that the board endorse the annexation petitions for Lawrence Miller and Kelpie Wilson. Mr. Ellison 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 December 20, 2018. The following are highlights:
• The final presentation of the Facilities Master Plan is scheduled for Thursday, January 31 at 5:30 pm at the Grants Pass branch.
• 1,129 respondents completed the patron satisfaction survey
• Starting budget process in January including strategic planning on January 13
• Two employees requested ergonomic standing desks.
Motion: Ms. Roberts moved to approve purchase of ergonomic standing desks for two employees. Mr. Harelson seconded. The motion passed unanimously.
• The Great Book Grab event in January will allow the community to take home discarded library books to keep.
The weeding project is a function of having a better budget.

Financial report. Ms. Lasky and Ms. Hay reviewed the November Financial Statement memo dated December 20, 2018. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through November 2018, the Profit & Loss statement for grants through November 2018, and the Balance Sheet as of November 30, 2018.

Strategic plan/work plan. Library Legislative Day is on February 12, 2019. Mr. Harelson volunteered to attend on behalf of the board.

Budget officer report. Referencing the “FY20 Budget Development Process and Tentative Committee Calendar” memo, Ms. Lasky reported that two of the Budget Committee whose seats have expired are open and she reviewed the tentative meeting calendar.

Mr. Harelson asked if the budget officer has to be appointed on an annual basis.

Action: Ms. Lasky will find out.

Ms. Stover asked if the board would like a paid ad to be placed in the newspaper for the two open positions. The board discussed and decided that a press release would be sufficient.

ACTION ITEMS

Policies, second reading: Operations and 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.

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

Motion: Mr. Ellison moved to approve resolution 2018-022 to adopt policies 3-3-2, 3-6-2, and 4-3-2. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Authorization of Memorandum of Understanding with Sunny Wolf Charter School. Motion: Ms. Roberts moved to approve resolution 2018-023 to adopt an Amendment to the Memorandum of Understanding between Josephine Community Library District and Sunny Wolf Charter School. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Expenditure of Grants Offered. Motion: Mr. Ellison moved to approve resolution 2018-024 to spend grant funds received. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Approval of contract with Sheepscot Creative. Referencing the Independent Contractor Agreement, Ms. Lasky requested to contract with Sheepscot Creative under a retainership.

Ms. Roberts asked if this is the proper type of contract for their services since the library often needs Sheepscot’s services on a project-by-project basis. Ms. Lasky responded that she believes it is the right type of contract since their services will also include ongoing brand implementation, staff
training in graphic design, as well as offset current graphic design costs since the library can use Sheepscot’s designer.

Ms. Roberts asked if language about intellectual property could be added.

Mr. Ellison requested that the language of the contract be revised.  
**Action:** Ms. Lasky will contact Sheepscot Creative to make edits to the contract.

Mr. Harelson asked if it would be appropriate to request a monthly report of the progress of the work being done by Sheepscot.  
**Action:** Ms. Lasky will provide a monthly report on the work with Sheepscot for the board.

**Approval of contract with Coraggio Group.** Referencing the Independent Contractor Agreement, Ms. Lasky requested to contract with Coraggio Group for board strategic planning in January.

Mr. Ellison noted that “the client” needs to be changed to say “the contractor” in the contract.

Mr. Ellison noted that under section 12.5 Governing Law it should specify that “any litigation related to this contract should be filed and maintained in the Civic Court of the state of Oregon for Josephine County provided however that if the action must be filed in Federal Court it shall be filed and maintained in the US District Court for the District of Oregon, Medford Division.”

Mr. Harelson requested a contract addendum to all library contracts to define terms supported by the library district attorney.  
**Action:** Ms. Lasky will develop this boiler plate and utilize it in future contract negotiations.

**Action:** Ms. Lasky will contact Coraggio Group to make edits to the contract.

**Motion:** Mr. Ellison moved to authorize Ms. Lasky to sign the contract between Josephine Community Library District and Coraggio Group as long as the above-mentioned edits are made to the contract and the board president approves. Ms. Roberts seconded the motion. The motion passed unanimously.

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

- Operations 3-1-4, Safe Children
  - The filter can be removed by a staff member if requested by a patron
- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Operations Policy 3-4-9, Facilities Preventative Maintenance
- Operations Policy 3-6-6, Fines and Fees
- Personnel Policy 4-2-8, Discipline
  - Change to respond in writing
- Personnel Policy 4-7, Intellectual Property

The second reading of these policies will take place at the December board meeting.
**Approval of a consent agenda criteria.** Referencing the “Consent Agenda Proposal” memo, Ms. Samson explained that discussion can be postponed to the next board meeting.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Roberts reported that Ms. Stover was hired as an interim director for the Library Foundation.

Ms. Roberts reported more than $183,000 was raised by the Library Foundation over the last year.

**Facilities Oversite Task Force.** Ms. Roberts presented new building and renovation recommendations for branch libraries in Grants Pass, Illinois Valley, and Williams by the architectural firm Hacker.

On January 31, 2019 Hacker will present to the final Facilities Master Plan Phase 2 to the public.

**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, January 17.

**ADJOURNMENT**

The meeting adjourned at 7:08 pm.

**CALL TO ORDER.** President Laurel Samson called the meeting back to order at 7:35 pm.

**Library Director Performance Review.**

**Motion:** Ms. Roberts moved to approve resolution 2018-019 to offer the Library Director a credit to pay for continuing education. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**ADJOURNMENT**

The meeting adjourned at 7:38 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District