

**Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, January 17, 2019 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library**

**Members present:** Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams

**Members absent:** Laurel Samson

**Staff present:** Library Director Kate Lasky, Business Manager Kedron Hay, Communications Specialist Teresa Stover, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer

**Guests:** none

**CALL TO ORDER.** Vice President Jennifer Roberts called the meeting to order at 5:15 pm.

### **STANDING ITEMS**

**Approval of agenda.** There were no changes to the agenda.

**Approval of December 20 meeting minutes.** There were no changes to the December 20 minutes, *Motion:* Mr. Harelson moved that the minutes to the December 20, 2019 board meeting be approved. Mr. Ellison seconded. The motion passed unanimously.

**Public comment.** No public comment was offered.

**Correspondence.** Ms. Samson had correspondence with Salem Public Library Board in support of the Salem Public Library.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated December 20, 2018. The following are highlights:

- The phone system in Grants Pass is not functioning well. Library directive seeks approval to of \$3,500 expenditure to update phones.  
*Motion:* Ms. Williams moved to approve the expenditure of \$3,500 to update library's digital phone system. Mr. Ellison seconded the motion. The motion passed unanimously.
- Ms. Lasky reminded the board of directors that Hacker architects will do its final presentation of the Facilities Master Plan on January 31.
- The Great Book Grab was a "game changer" for the library and the community is happy to be a part of collection development by taking discarded books home.

**Financial report.** Ms. Lasky and Ms. Hay reviewed the December Financial Statement memo dated January 17, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through December 2018, the Profit & Loss statement for grants through December 2018, and the Balance Sheet as of December 31, 2018.

**E-rate report.** Referencing the Internet Infrastructure Project and FCC E-rate funding memo, Ms. Stover reported that the group has been conducting interviews with all of the vendors who applied. They will meet on Tuesday, January 22 to select the vendors. Once a selection is made, it will be brought to the board of directors to review. The contracts with each selected vendor must be submitted to the FCC by March.

**Budget officer report.** Referencing the “FY20 Budget Development Process and Tentative Committee Calendar” memo, Ms. Lasky reported that the personnel budget is under budget this year. She recommends a 2.5 percent COLA and/or 2.5 percent potential merit increase for employees in the budget for FY20 for payroll.

**Action:** Ms. Lasky will provide the board with a three-year projection of wage increase reflecting her recommendation for FY20.

Ms. Lasky proposed budgeting for the library district to use revenue from fines and fees to pay for out-of-district library card scholarships as well as seeking grants from the library foundation. Mr. Harelson expressed that we should not use any library district funds to pay for scholarships. Ms. Roberts also expressed that she believes that the library foundation should continue to pay for out-of-district library card scholarships.

## **ACTION ITEMS**

**Policies, second reading: Operations and Personnel.** Referencing her “Policy Readings and Revisions” memo dated January 15, 2019, Ms. Lasky summarized the content of the following two new or revised policies for the board’s second reading.

- 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
- Personnel Policy 4-7, Intellectual Property

**Motion:** Mr. Ellison moved to approve resolution 2019-001 to adopt policies 3-1-4, 3-3-2, 3-4-9, 3-6-6, 4-2-8, and 4-7. 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.** Referencing the memo titled “Amendment to MOU with Sunny Wolf Charter School,” Ms. Lasky explained that the contribution of \$2,000 from Sunny Wolf Charter School should be reduced to \$1,500 due to a decrease in direct support from the district to the 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 2019-002 to authorize expenditures of the Ready to Read grant. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Review of Audited Financial Report.** Draft was expected by today but there are formatting issues which delayed the presentation. Final report will be ready by the February board meeting. Mr. Rogers will be unavailable to skype with the board today.

Mr. Harelson asked what the process is to make the report public. In the future, he'd like the board to accept the report before it's submitted to the Secretary of State.

**Action:** In the future, Ms. Lasky will share the report with the board before submitting to the Secretary of State.

#### **Approval of contract with Sheepsco Creative.**

**Motion:** Ms. Williams moved to approve the contract with Sheepsco Creative. Mr. Harelson seconded the motion. The motion passed unanimously.

#### **Review of Budget Committee applications.**

**Motion:** Mr. Ellison moved to appoint Tom Miller and Bill Kohn to the Budget Committee. Ms. Williams seconded the motion. The motion passed unanimously.

Mr. Harelson suggested asking the third candidate to be on the finance committee.

**Action:** Ms. Lasky will ask the third candidate to be on the finance committee.

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

- Operations 3-2-2, Donated and Gifted Materials
- Volunteer Policy 5-1, Value and Purpose

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

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Stover reported that the main topic of discussion at the library foundation was strategic planning. The board of directors will have a joint strategic planning session with the library foundation on February 7.

**Facilities Oversight Task Force.** On January 31, 2019 Hacker will present the Facilities Master Plan to the public at the Grants Pass branch. Ms. Williams reported that Hacker architects presented preliminary drawing for the Grants Pass branch at the last meeting. The next phase in the project will be the feasibility study.

#### **ANNOUNCEMENTS**

**Comments from board members.** Mr. Ellison requested that if the board president provides any correspondence that the board of directors endorse it beforehand. Mr. Harelson suggested a policy.

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, February 21.

#### **ADJOURNMENT**

The meeting adjourned at 6:31 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District