

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, February 21, 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: Issei Suzuki

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

STANDING ITEMS

Approval of agenda. Ms. Lasky noted that the audit presentation is no longer part of the agenda.

Approval of January 13 meeting minutes. There were no changes to the January 13 meeting minutes,

Motion: Mr. Harelson moved that the minutes to the January 13, 2019 board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Approval of January 17 meeting minutes. Ms. Roberts requested clarification under the “correspondence” section to clarify that Ms. Lasky presented Ms. Samson’s correspondence in the January 17 meeting minutes,

Motion: Mr. Harelson moved that the minutes to the January 17, 2019 board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Approval of January 31 meeting minutes. There were no changes to the January 31 meeting minutes,

Motion: Ms. Williams moved that the minutes to the December 20, 2019 board meeting be approved. Mr. Harelson seconded. The motion passed unanimously.

Approval of February 7 meeting minutes. There were no changes to the February 7 meeting minutes,

Motion: Ms. Williams moved that the minutes to the December 20, 2019 board meeting be approved. Mr. Harelson seconded. The motion passed unanimously.

Mr. Harelson requested that the library district board consider noticing subcommittee meetings going forward.

Public comment. No public comment was offered.

Correspondence. Ms. Lasky shared that Sheepscot Creative will be visiting the library on March 20 & 21 and has requested a communications-related workshop with the board of directors.

Annexation petition review. The board reviewed thirteen new annexation petitions.

Motion: Mr. Ellison moved that the board endorse the annexation petitions for Roberta Weeks, Deborah Lukas, Josephine Perkins, Kevin Helmer, Charlene Shelton, David Maize, Carol Young, Betsey Norton, Ann Padgett, Dennis Dreher, Marcy Tilton, Amy Montgomery, and Kathy Krauss. Ms. Williams seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

Strategic Plan Presentation. Mr. Kosmala presented the “Annotated 2019 Strategic Plan Updates” documents summarizing the library district’s strategic plan through 2020.

Imperative 4 Initiative: Mr. Harelson requested changing the language from “Develop a recruitment and retention plan...” to “Develop and execute a recruitment and retention plan... .”

Imperative 5 initiative: The board discussed the importance of diversity and asked, “What does the district define as diverse?” in the action plan.

Action: Ms. Lasky will bring the definition of diversity, equity, and inclusion to the next board meeting.

Motion: Ms. Williams moved that the changes to the strategic plan be accepted with an amendment to Imperative 4. Mr. Ellison seconded. The motion passed. Ms. Roberts and Ms. Lasky signed and stamped the petitions on behalf of the board.

Board Recruitment. Ms. Roberts explained that she and Ms. Williams have terms that are expiring at the end of this fiscal year and the board of directors will need to think about recruitment. The board discussed future board requirements.

Mr. Harelson noted that future board members should know that there is a governance process to being on a library district board.

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated February 21, 2019. The following are highlights:

- The first budget committee meeting will be held the first week of April and the second before May 15 so that Ms. Samson is able to attend.

Financial report. Ms. Hay reviewed the January Financial Statement memo dated February 21, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through January 2109, the Profit & Loss statement for grants through January 2019, and the Balance Sheet as of January 2019, 2018.

E-rate report. Referencing the “Internet Infrastructure Project and FCC E-rate funding” memo, Ms. Stover reported that the proposals have been evaluated for both RFPs and vendors were invited to provide contracts. The contracts are now under attorney review. A special board meeting to review contracts has been requested for March 6 at 5:15 pm. Ms. Stover will provide an executive summary of both contracts beforehand.

Budget planning report. Referencing the “FY20 Budget Committee Recruitment and Budget Development” memo, Ms. Lasky presented an expression of increase in wages in the “Three Year Personnel Services Projection” spreadsheet.

Mr. Harelson requested a five-year projection for a maximum five-percent increase to ensure fiscal responsibility.

Action: Ms. Hay will provide a new projection for the next board meeting.

ACTION ITEMS

Policies, second reading: Operations and Volunteer. Referencing her “Second Reading of Operations and Volunteer Policy Revisions” memo dated February 19, 2019, Ms. Lasky summarized the content of the following new or revised policies for the board’s second reading.

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

Motion: Ms. Williams moved to approve resolution 2019-004 to adopt policies 3-2-2, and 5-1. Mr. Ellison seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Expenditure of Grants Offered.

Motion: Mr. Harelson moved to approve resolution 2019-003 to authorize expenditures of the Josephine County Cultural Coalition grant for history and poetry programs. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Resolution to Appoint Budget Officer.

Motion: Ms. Williams moved to approve resolution 2019-005 to allow the designation of the Budget Officer for Josephine Community Library District. Mr. Harelson seconded the motion. The motion passed unanimously, and the board members signed the resolution.

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

- Operations 3-6-4, Loan Periods and Renewals

The second reading of this policy will take place at the March board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stover shared the following highlights:

- The library foundation developed a communications plan to work closely with the library district.
- Sheepscoot will work directly with a team from the district and JCLF to develop branding.
- Plans for the spring fundraising drive are underway.
- The feasibility study is being designed.
- \$8,360 from the Borders Trust was requested and approved by the library district for updates to the Teen Room at the Grants Pass branch.

Facilities Oversight Task Force. Ms. Williams asked whether the board needs to endorse the Facilities Master Plan.

Motion: Ms. Williams moved to endorse the Facilities Master Plan in its current draft recognizing that changes may be made. Mr. Harelson seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

Comments from board members. Mr. Harelson shared that he attended Legislative Day in Salem with Ms. Lasky on behalf of the library district.

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

ADJOURNMENT

The meeting adjourned at 7:28 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District