

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, March 21, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

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

Members absent: none

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

Contractors: Josephine County Library Foundation Interim Director Teresa Stover, Roy Rogers

Guests: Sue Cohen

CALL TO ORDER. President Laurel Samson called the meeting to order at 5:15 pm.

STANDING ITEMS

Approval of agenda. Add “safety and security grant request to four way community foundation” under action items

Approval of February 21 meeting minutes. There were no changes to the February 21 meeting minutes.

“Mr. Harelson noted that future board members should be aware that board responsibilities are in strategic planning and policy making” under the Board Recruitment section.

Motion: Mr. Harelson moved that the minutes to the February 21, 2019 board meeting be approved. Ms. Williams seconded. The motion passed unanimously.

Approval of March 6 meeting minutes. Mr. Harelson requested to strike “Mr. Harelson said that if no one files the board would appoint a member” from the March 6 meeting minutes

Motion: Mr. Harelson moved that the minutes to the March 6, 2019 board meeting be approved with the edit. 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 two new annexation petitions.

Motion: Mr. Harelson moved that the board endorse the annexation petitions for Theodore and Jimmie Demetriades and Iris Chinook. Ms. Williams seconded. The motion passed. Ms. Samson and Ms. Lasky signed and stamped the petitions on behalf of the board.

FY2017-18 Audit Presentation. Roy Rogers of Pauly, Rogers, and Co., P.C. presented the library district’s FY2017-18 Audit and explained the process.

Motion: Mr. Harelson moved to accept the FY2017-18 Audit Report. Ms. Williams seconded. The motion passed.

STAFF REPORTS

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

- Reconsideration of Materials. Mr. Ellison was asked to help with legal research to assess a Request for Reconsideration of Materials.
- Request from records was made from a professor in Utah for Reconsideration Requests from 2016 when the library was run by Josephine Community Libraries, Inc. Ms. Lasky made the decision to share the record even though this document does not fall under public record law.
- Budget Committee April 1 at 5:15 p.m.
- Ms. Lasky received the international Library Journal Movers & Shakers award.
- Sheepscot Creative is working with the library district to help with teen outreach and outreach to the Hispanic community.
- Changes in the branch manager job description to add outreach and computer skills as duties and qualifications.

Financial report. Ms. Hay reviewed the February Financial Statement memo dated March 21, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through February 2109, the Profit & Loss statement for grants through February 2019, and the Balance Sheet as of February 28, 2019.

Budget planning report. Referencing the “FY20 Budget Committee Recruitment and Budget Development” memo, Ms. Lasky noted that she doesn’t have anything to report at this time.

Mr. Harelson asked if there is a way to include the board in the budget-making process. Ms. Lasky responded that the board of directors strategic planning in January will always inform the following fiscal year’s budget.

Mr. Harelson requested hearing and visually impaired tech equipment.

ACTION ITEMS

Policies, second reading: Operations. Referencing her “Second Reading of Operations Policy Revisions” memo dated March 21, 2019, Ms. Lasky summarized the content of the following new or revised policies for the board’s second reading.

- Operations 3-6-4 Loan Periods and Renewals

Motion: Ms. Williams moved to approve resolution 2019-008 to adopt Policy 3-6-4. Ms. Roberts 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 policy:

- Personnel 4-4-3, Education, Training and Conference Compensation
 - Mr. Harelson requested the addition of “dinner” in the last example under the “Travel Time” section.

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

Memorandum of Understanding (MOU) with Josephine County Library Foundation. Ms. Williams reported that the first draft of the MOU was drafted by Ms. Stover and has been edited. It was also reviewed by the district lawyer who did not recommend any changes.

The library district board of directors has agreed to wait to approve the MOU until the library foundation has had a chance to review it.

Safety and Security Grant Request to Four Way Community Foundation. This is a request for \$13,150 for the Safety and Security Project.

Motion: Ms. Williams moved to approve Ms. Lasky to apply for the grant. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Mr. Harelson requested that there be additional storage offsite for camera data.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Roberts introduced library foundation liaison Sue Cohen. Ms. Cohen reported that Ms. Stover has created a draft of the policy and criteria for requests of funding from the library district. Representatives of the library foundation have been working with Sheepscot Creative on rebranding. The Spring Drive begins in April. The Facilities Master Plan was endorsed by the library foundation.

Facilities Oversight Task Force. Ms. Williams reported that the Facilities Master Plan has been approved by the library foundation.

Consent calendar. Ms. Samson presented the memo titled "Consent Agenda Proposal" to be voted on at a later board meeting.

Mr. Harelson suggested asking the auditor what they would suggest in a resolution versus a motion. Action: Ms. Lasky will confirm with the auditors that this will not be a problem having certain items as motion versus resolution.

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, April 18.

ADJOURNMENT

The meeting adjourned at 6:55 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District