

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, April 25, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

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

Members absent: Beecher Ellison

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 Executive Director Teresa Stover

Guests: Josephine County Library Foundation President Sue Cohen

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 March 21 meeting minutes. There were no changes to the March 21 meeting minutes.

Motion: Ms. Roberts moved that the minutes to the March 21, 2019 board meeting be approved.

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 three new annexation petitions.

Motion: Ms. Williams moved that the board endorse the annexation petitions for Mara Lambert, Lawanda Simpson, and Lisa Baldwin. Ms. Roberts 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 April 25, 2019. She highlighted that the Great Book Grab was postponed to Sunday, April 28.

Financial report. Ms. Hay reviewed the March Financial Statement memo dated April 25, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through March 2019, the Profit & Loss statement for grants through March 2019, and the Balance Sheet as of March 31, 2019. She pointed out that the maintenance fund is all restricted at this point.

Action: Ms. Hay will follow up with Pauly, Rogers to clarify the “best practice” of monthly review by the board of directors of the financial binder.

Mr. Harelson volunteered to be the first one to review the monthly financial binder and the control checklist.

ACTION ITEMS

Policies, second reading: Personnel. 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.

- Personnel 4-4-3 Education, Training and Conference Compensation

Motion: Ms. Roberts moved to adopt resolution 2019-011 to adopt Policy 4-4-3. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Memorandum of Understanding (MOU) with Josephine County Library Foundation.

Motion: Ms. Williams moved to adopt resolution 2019-010 to approve the MOU between Josephine Community Library District and Josephine County Library Foundation. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Consent agenda procedure. Ms. Samson reviewed procedure 1-1, Consent Agenda and 1-2, Motions versus Resolutions.

Motion: Ms. Roberts moved to approve procedure 1-1, Consent Agenda. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

Motion: Ms. Williams moved to approve procedure 1-2, Motions versus Resolutions. Ms. Roberts seconded the motion. The motion passed unanimously, and the board members signed the resolution.

FY20 Budget Hearing.

Motion: Mr. Harelson moved to set a date at the May regular board meeting. Ms. Roberts 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 3-6-6, Fines and Fees
 - Ms. Lasky recommends a task force including one board member meet to discuss the future of charging fines for adults.
 - Ms. Roberts suggested working with Sheepscot Creative on marketing for the elimination of children’s and young-adult fines.

Action: Ms. Lasky will follow up with Sheepscot Creative for assistance with internal and external messaging for the elimination of children’s and young-adult fines.

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

Reserve fund. Referring to her memo titled “Board Discussion of Reserve Fund Memo,” Ms. Lasky provided resources for the board to establish a reserve fund. She noted that best practice is to revisit every 10 years.

Action: Ms. Lasky will update the resolution to include the following purposes: sustaining operations, capital improvements, and emergencies.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Roberts announced that the foundation has decided to change their name to Josephine Community Library Foundation.

The foundation board decided that they would like to grow their board in preparation for the capital campaign.

Three weeks into the Spring Fundraising Drive, the foundation has raised about \$25,000.

There was much discussion about the preferred property for a new Grants Pass location and how to move forward.

Board work plan. Ms. Samson reviewed the updated board work plan.

ANNOUNCEMENTS

Comments from board members. Ms. Stover and Ms. Samson announced that Ms. Lasky will be participating in the Dancing with the Grants Pass Stars fundraising event on behalf of Josephine County Library Foundation.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, May 16.

ADJOURNMENT

The meeting adjourned at 6:42 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District