

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, May 15, 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 Coordinator Brandace Rojo, Public Services Director Norma Singer, Cataloging Manager Robert Kohl

Contractors: Josephine County Library Foundation Interim Executive Director Teresa Stover

Guests: Nancy Hitchcock

CALL TO ORDER. Mr. Ellison called the meeting to order at 5:22 pm as the President and Vice President are not present.

STANDING ITEMS

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

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

- **Approval of April 25 meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Policies, second reading: Fines and fees.** Referencing her "Second Reading of Operations Policy Revisions" memo dated May 16, 2019, Ms. Lasky summarized the content of the following new or revised policies for the board's second reading.
 - Operations 3-6-6, Fines and Fees

Motion: Mr. Ellison moved that the consent agenda including the April 25 board meeting minutes and the second reading of Policy 3-6-6, Fines and Fees be approved as presented. Mr. Harelson seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated May 16, 2019. The following are highlights:

- The board of Commissioners approved and moved forward 15 annexations at this week's business meeting.
- A volunteer appreciation event is planned for June 30 at the Grants Pass branch.
- The second Great Book Grab was a huge success. Of the 6,000 items offered, only 100 were left over.
- Ms. Lasky is impressed with adult programming and highlighted Friday Tech Time put together by the adult services manager, public services director, and Williams branch manager.
- The Four Way Community Foundation has granted \$6,500 for security cameras at the library.
- Adjustments were made on the report showing how many library cards the Library Foundation will be invoiced to pay for.

Financial report. Ms. Hay reviewed the April Financial Statement memo dated May 16, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through April 2019, the Profit & Loss statement for grants through April 2019, and the Balance Sheet as of April 30, 2019.

ACTION ITEMS

FY20 Budget Hearing. The board referenced the FY 2019-20 Budget Message and FY20 Budget approved by the JCLD Budget Committee on April 1, 2019.

Motion: Mr. Ellison moved to open the Budget Hearing at 5:45 p.m. Ms. Williams seconded. The motion passed unanimously.

Ms. Lasky gave an overview of the budget message and the budget, pointing out these highlights:

- She requested an adjustment to the general library operations to move \$28,000 from Interfund Transfers to General Library Operations to ensure the board strategic objective of increasing acquisitions 10 percent.

Motion: Mr. Ellison moved to adopt the FY 2019-2020 budget with minor changes. Ms. Williams seconded. The motion passed unanimously.

FY20 budget and appropriations. Ms. Hay will edit the LB20 form for the June board meeting.

Mr. Harelson requested corrections to the budget to include the completion of the Approved By Budget Committee column in all budget forms.

Action: Ms. Hay will update the budget prior to the June board meeting for the board to review.

FY20 tax rate. Ms. Roberts invited board discussion of the FY20 budget and tax rate. The board discussed appropriation amounts.

Motion: Mr. Ellison moved to approve Resolution 2019-015 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY20. Ms. Williams seconded. The motion passed unanimously. The board members signed the resolutions.

With no further comment from the public or the board, Ms. Roberts closed the Budget Hearing at 6:01 p.m.

Reserve fund. Referring to her memo titled “Board Discussion of Reserve Fund Memo,” Ms. Lasky noted that adjustments were made to the reserve fund after consulting budget consultant Gerald Burns, CPA and others.

Motion: Mr. Ellison moved to approve Resolution 2019-009 in the matter of establishing a reserve fund. Mr. Harelson seconded. The motion passed unanimously. The board members signed the resolutions.

Action: Ms. Lasky will create a procedure for use of funds by the library director from the reserve fund.

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

- Personnel 4-2-4, Eligibility of Employment
- Personnel 4-6-4, Driving
- Personnel 4-6-5, Controlled Substances

- Mr. Harelson suggested that the language under section B may be too restrictive.
- Mr. Ellison suggested removing the words “performance-impairing substances.”
- Ms. Lasky suggested removing mention of volunteers from personnel policies.
- Mr. Ellison suggested that a driving record check be required upon employment.

Action: Ms. Lasky will edit section, remove the words “performance-impairing substances,” and remove volunteers from personnel policies.

Action: Ms. Lasky will ask the HR Committee for advice surrounding the question of performing a driving record check upon employment.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stover reported that Dancing with the Grants Pass Stars was a success. The Library Foundation raised \$631. She also shared that JCLF board meetings will be at the Illinois Valley branch in July and at the Williams branch in September.

Facilities Oversight Task Force. Ms. Williams reported that no further action will be taken until the feasibility study has been completed and a development director has been hired.

ANNOUNCEMENTS

Comments from board members. no comments.

Date and agenda items for next meeting. Ms. Roberts announced that the next regular meeting will be at 5:15 pm on Thursday, June 20.

ADJOURNMENT

The meeting adjourned at 6:32 pm.

Respectfully submitted,



Board Secretary Brandace Rojo
Josephine Community Library District