

**Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, June 20, 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:** Communications Specialist Teresa Stover

**Guests:** Gina Marie Agosta, Josephine County Library Foundation Board President Sue Cohen

**CALL TO ORDER.** Ms. Samson called the meeting to order at 5:15 pm.

### **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 May 16 meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Kiwanis revenue**
- **Four Way Community Foundation revenue**
- **Board orientation packet**

**Motion:** Mr. Harelson moved that the consent agenda including the May 16 board meeting minutes and resolutions numbered 2019-017 and 2019-018 be approved as presented. Ms. Williams 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 June 20, 2019. The following are highlights:

- June 30 volunteer appreciation is also passing of the torch for new board members
- July 1 is the swearing-in ceremony
- Fine free library for youth is going very well
- New Wolf Creek branch manager hired and trained
- Next meeting Ms. Lasky will provide a revised collection development policy

**Financial report.** Ms. Hay reviewed the April Financial Statement memo dated June 20, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through May 2019, the Profit & Loss statement for grants through May 2019, and the Balance Sheet as of May 30, 2019.

**Motion:** Ms. Roberts moved to approve a 2.5 percent cost of living adjustment (COLA). Ms. Williams seconded. The motion passed unanimously.

Mr. Harelson reviewed May financials and signed off on them. He noted no deficiencies.

### **Strategic plan/board work plan.**

#### **ACTION ITEMS**

**FY20 budget and appropriations.** Ms. Hay edited the LB20 form per request at the May board meeting.

**Motion:** Ms. Roberts moved to adopt resolution 2019-014 to adopt the FY20 budget and appropriations. Ms. Williams seconded the motion. The motion passed unanimously, and the board members signed the resolution.

**Policies, second reading: Personnel.** Referencing her “Second Reading of Personnel Policy Revisions” memo dated June 20, 2019, Ms. Lasky summarized the content of the following new or revised policies for the board’s second reading.

- Personnel 4-2-4, Eligibility of Employment
- Personnel 4-6-4, Driving

**Motion:** Ms. Roberts moved to adopt resolution 2019-016 to adopt Policies 4-2-4 and 4-6-4. Ms. Williams 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 4-5-1, Vacation

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

**Capital Improvement Plan.** Referencing the “Draft Capital Improvement Plan” memo dated June 20, 2019, Ms. Samson reviewed the summary of staff recommended improvements.

Ms. Roberts suggested to revisit annually based on the results of the pending library foundation’s feasibility study.

Ms. Williams suggested filtering the prioritized list through a cost filter before starting to build projects.

Mr. Harelson suggested ranking all of the projects in the following order:

1. Safety
2. Capital preservation
3. Enhancement

Ms. Roberts suggested creating a grading scale to assess each of the projects in order to rank them.

**Website update.** Referencing the “website update” memo dated June 20, 2019, Ms. Lasky noted that the library’s website is outdated and not ADA compliant. She reported that Sheepscot Creative has begun a discovery process of what an updated website would include. They have recommended Mark Wyner to lead a second, more in-depth stage of discovery.

Ms. Stover suggested having Darcy Hanning from the State Library of Oregon advise the chosen web designer for this project.

Mr. Harelson suggested there might be a state purchasing program that the library could use.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Roberts reported that the library foundation passed their FY20 budget. They have been working with Sheepscot Creative doing rebranding.

Ms. Stover noted that she's interviewed all of the foundation board members for the Feasibility Study and is moving on to community influencers.

The library foundation raised about \$36,000 during the spring fundraising drive.

A job description is being written for a permanent foundation executive director.

**Facilities Oversight Task Force.** Ms. Williams had no updates.

#### **ANNOUNCEMENTS**

**Comments from board members.** no comments.

**Date and agenda items for next meeting.** Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, July 18.

#### **ADJOURNMENT**

The meeting adjourned at 6:33 pm.

Respectfully submitted,

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

Board Secretary Brandace Rojo  
Josephine Community Library District