

**Josephine Community Library District
Board Regular Meeting Minutes
Thursday, July 18, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

Members present: John Harelson, Beecher Ellison, Pat Fahey, Gina Marie Agosta

Members absent: Laurel Samson

Staff present: Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer, Cataloging Manager Robert Kohl

Contractors: Josephine County Library Foundation Interim Executive Director Teresa Stover

Guests: Josephine Community Library Foundation Board Member David Mannix

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:15 pm.

STANDING ITEMS

Approval of agenda. Mr. Harelson proposed to move actions items to the top of the list after the consent agenda.

Annual board elections.

Motion: Mr. Fahey moved to adopt resolution 2019-19 to nominate Mr. Harelson as board president and Ms. Samson as vice president. Mr. Ellison seconded. The motion passed unanimously.

Board signers.

Motion: Ms. Agosta moved to adopt resolution 2019-22 to remove past board vice president Jennifer Roberts as a signer and nominate John Harelson, Laurel Samson, Pat Fahey, and Kate Lasky as signers. Mr. Fahey seconded. The motion passed unanimously.

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

- **Approval of June meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Resolution 2019-020 (LGIP)**
- **Resolution 2019-021 (Policy 4-5-1)**
- **Coraggio Group contract**

Motion: Mr. Fahey moved to approve the consent agenda including the June 20 board meeting minutes, resolutions numbered 2019-020 and 2019-021, and the Coraggio Group contract be approved as presented. Mr. Ellison seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

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

Motion: Mr. Fahey moved that the board endorse the annexation petitions for Barbara Dickinson, Alberta Heagney, Donna Chickering, Katherine Motoya, Mary Beth Camire. Mr.

Ellison seconded. The motion passed. Mr. Harelson and Ms. Lasky signed and stamped the petitions on behalf of the board.

ACTION ITEMS

Sheepscot retainer contract. Ms. Lasky explained that the district has \$300,000 more in anticipated cash carryover. The contract is not reflected in the current budget. She requested an extension of the one-year contract with Sheepscot Creative for FY20.

Mr. Fahey had a question about what “adequate insurance” means in their contract.

Action: Ms. Lasky will follow up with the Special Districts Association of Oregon and Sheepscot Creative for clarification.

Action: Ms. Lasky will research what the definition of adequate insurance should be for standard contracts.

Motion: Mr. Fahey moved to accept the contract with Sheepscot Creative for a FY20 retainer. Ms. Agosta seconded. The motion passed unanimously.

Website consultant contract. Referring to the contract proposal for website consultation, Ms. Lasky offered an overview of the work Mark Wyner has proposed for a website discovery project.

Motion: Ms. Agosta moved to accept the contract with Mark Wyner for a website discovery project. Mr. Fahey seconded. The motion passed unanimously.

Fine-free task force formation. Ms. Lasky requested that at least one board member join the task force to review the removal of library overdue fines for adults. Ms. Agosta volunteered to join that task force.

Motion: Mr. Fahey made a motion to form a fine free task force and appoint Ms. Agosta as the board representative. Mr. Ellison seconded. The motion passed unanimously.

Facilities Oversight Task Force. Referencing the “Facilities Oversight Task Force” memo dated July 18, 2019, Ms. Stover reviewed the types of projects that the task force works on.

Motion: Mr. Fahey moved to appoint Ms. Samson and Mr. Ellison as the board representatives on the facilities oversight task force. Ms. Agosta seconded. The motion passed unanimously.

Capital Improvement Plan. Referencing the “Capital Improvement Plan Prioritized” memo dated July 18, 2019, Ms. Lasky reviewed the recommendations made for facilities repairs. Ms. Lasky will incorporate facilities improvements in her director’s report.

Motion: Mr. Fahey moved to accept the capital improvement plan as presented. Ms. Agosta seconded. The motion passed unanimously.

Carpenter Grants authorization. Ms. Stover presented that the library district is requesting a \$20,000 grant to help cover the e-rate project.

Motion: Ms. Agosta moved to approve the Carpenter Grant application for \$20,000. Mr. Ellison seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated July 18, 2019. The following are highlights:

- New position for library assistant
- Job opening for collection development librarian
- Recent DEI training was excellent
- Cataloguing manager has added cover art in the online catalog now
- Internet Infrastructure Project broke ground in Illinois Valley and should have the build out to Wolf Creek completed by January 2020

Motion: Ms. Agosta moved to approve the title of library assistant on-call position. Mr. Fahey seconded. The motion passed unanimously.

Financial report. Ms. Lasky reviewed the June Financial Statement memo dated July 18, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through June 2019, the Profit & Loss statement for grants through June 2019, and the Balance Sheet as of June 30, 2019.

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

Strategic plan/board work plan. Developing a new board member orientation process and accompanying materials has been accomplished.

Annual report. Referencing the FY19 Annual Report, Ms. Lasky reported on the library district's first full year.

Mr. Fahey suggested adding a section for collection to the FY19 District Expenses pie chart.

Mr. Harelson suggested moving the deadline for the Annual Report to August going forward.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the feasibility study interviews will be completed tomorrow.

The library foundation website is going live next week.

A position for a permanent executive director will post next week and be open until August 16. Ms. Stover's contract as interim has been extended until someone is hired.

The library foundation had a chance to visit the Illinois Valley branch for their July meeting.

Facilities Oversight Task Force. No current updates.

ANNOUNCEMENTS

Comments from board members. Mr. Fahey noted that District 7 has a makerspace trailer that they are gifting to RCC. He suggested the library district find a way to integrate it into library programming at each of the branches.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Thursday, August 15. Agenda items include library director review.

Mr. Harelson will not be present for the August meeting.

Ms. Agosta requested to review meeting times and possible change them to Wednesday evenings.

ADJOURNMENT

The meeting adjourned at 7:20 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