

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

Members present: Laurel Samson, Beecher Ellison, Pat Fahey, Gina Marie Agosta

Members absent: John Harelson

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. 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. Below are items included in the consent agenda. There were no changes to the consent agenda.

- **Approval of July meeting minutes.** The board reviewed the last regular board meeting minutes.

Motion: Ms. Agosta moved to approve the consent agenda including the July 18 board meeting minutes. Mr. Ellison 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 August 15, 2019. The following are highlights:

- Ms. Lasky recommended keeping the regular board meetings on the third or fourth week of the month. The board of directors decided to move meetings to the third Wednesday of each month beginning September 2019.
- Ms. Lasky requested approval of the revised collection development and technical services manager positions.

Motion: Mr. Ellison moved to approve the revised job descriptions for the Collection Development Librarian and Technical Services Manager. Mr. Fahey seconded the motion. The motion passed unanimously.

- McMillan Publishers announced an embargo on selling e-books to libraries.
Motion: Ms. Agosta moved to support the American Library Association's stance on the embargo. Mr. Ellison seconded. The motion passed unanimously.
- The library foundation has a new website: jclfoundation.com.
- The board of directors will meet at the Wolf Creek branch for the October meeting.

Financial report. Ms. Hay reviewed the July Financial Statement memo dated August 15, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through July 2019, the Profit & Loss statement for grants through July 2019, and the Balance Sheet as of July 31, 2019.

ACTION ITEMS

Library director performance review. The board of directors discussed different review processes and decided to use the employee engagement survey results and list of goals to perform the review.

Policies, first reading: Governance and Operations. The board had its first reading and discussion of the following policies:

- Governance Article IV Section 2
- Operations 3-2-1, Collection Development
- Operations 3-2-2, Use of the Internet and Other Digital Reference Tools

The second reading of these policies will take place at the September board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that branding is completed with Sheepscot Creative. He reported that interviews for the Executive Director position started today.

Facilities Oversight Task Force. Mr. Ellison reported that there is still discussion about the preferred site and no final decisions have been made.

Fine Free Task Force. Ms. Agosta reported that at the first meeting today, staff, volunteers, and board member discussed the option of eliminating adult fines. They are recommending that the board of directors change the policy to eliminate overdue fines for all patrons. They also discussed how to communicate that to the volunteers and public.

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, September 18.

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Respectfully submitted,



Board Secretary Brandace Rojo
Josephine Community Library District