

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

**Members present:** Laurel Samson, John Harelson, Pat Fahey, Gina Marie Agosta

**Members absent:** Beecher Ellison

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

**Contractors:** Communications Specialist Teresa Stover

**Guests:** Josephine Community Library Foundation Board Member David Mannix

**CALL TO ORDER.** Mr. Harelson called the meeting to order at 5:19 pm.

### **STANDING ITEMS**

**Approval of agenda.** Ms. Lasky requested to change the library foundation liaison to Mr. David Mannix.

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

- **Approval of August meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Policies, second reading: Governance**
  - Policy 3-2-1, Collection Development
  - Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Strategic Plan update

**Motion:** Mr. Fahey moved to approve the consent agenda including the August 15 board meeting minutes and resolutions 2019-023 and 2019-024. Ms. Agosta seconded. The motion passed unanimously.

**Public comment.** There was no public comment.

**Correspondence.** There was no correspondence.

**Employee Survey Insight Report.** Associate Principal Colin Stoetzel from Coraggio Group presented the 2019 Employee Engagement Insight Report to the board of directors including action steps for improvement opportunities.

### **STAFF REPORTS**

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

- Ms. Lasky requested the approval of a new HVAC system at the Wolf Creek branch after the temperature reached 114 degrees inside the library building.  
**Motion:** Ms. Samson moved to approve the expenditure of \$6,706 for a new HVAC system at the Wolf Creek branch. Mr. Fahey seconded the motion. The motion passed unanimously.
- Ms. Lasky requested the approval of an annual \$950 for MARCIVE to update records with new terms and improve searchability.

**Motion:** Ms. Agosta moved to approve the expenditure of \$5,686 and an annual \$950 for MARCIVE. Mr. Fahey seconded the motion. The motion passed unanimously.

- The final 2018-19 Annual Report was published and is available on the library website.
- The annual patron survey launches on November 4.
- The Welcome to Computers workshop pilot, in partnership with Free Geek, is at max capacity with 10 people on the waitlist proving a need for this service in the community.
- Ms. Lasky reviewed the web assessment and recommendations by Mark Wyner.

**ACTION:** Ms. Lasky will provide a proposal for a contract with Mark Wyner to build the new library website at the October board meeting.

**Financial report.** Ms. Lasky reviewed the August Financial Statement memo dated September 18, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through August 2019, the Profit & Loss statement for grants through August 2019, and the Balance Sheet as of August 31, 2019.

**Strategic Plan/board work plan.** There were no updates

#### **ACTION ITEMS**

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

- Governance Article IV Section 2
- Operations 3-2-2, Use of the Internet and Other Digital Reference Tools
- Operations, 3-6-6, Fines and Fees

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

**Library director performance review.** Ms. Samson reviewed the library director annual review that was sent to the board of directors this week with a request that all board members complete the questionnaire and email the results back before the next board meeting. The compiled results will be discussed at the October board meeting.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that Shad Shriver is now the president of the library foundation and Donna Robinson was elected vice president. He highlighted that the foundation wants to articulate its priorities and values for the types of programs they want to fund for the library district.

Discussion with consultants to inform the capital campaign have begun but no decisions will be made until a library foundation executive director is hired.

Ms. Stover added that the end-of-year fundraising campaign and rebranding launch will begin in November.

**Facilities Oversight Task Force.** Ms. Samson reported that the exploration of a Grants Pass property purchase is making progress.

**Fine Free Task Force.** There were no updates

#### **ANNOUNCEMENTS**

**Comments from board members.** Mr. Fahey shared that the library may be asked to partner in the Rogue Community College Innovation Hub in the future.

**Date and agenda items for next meeting.** Ms. Lasky announced that the next regular meeting will be at 5:30 pm on Wednesday, October 17 at the Wolf Creek branch.

#### **ADJOURNMENT**

The meeting adjourned at 7:02 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', with a stylized flourish at the end.

Board Secretary Brandace Rojo  
Josephine Community Library District