

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, October 16, 2019 at 5:30 pm
Wolf Creek Branch Library

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

Members absent: none

Staff present: Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Business Manager Kedron Hay, Wolf Creek Branch Manager Alyssa Donoho

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Executive Director Heather Lydon

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:30 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 September meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Policies, second reading: Operations**
 - Policy 3-2-2, Donated Materials
 - Policy 3-6-6, Fees
- **Draft AFR from Gerald Burns, CPA**

Motion: Ms. Samson moved to approve the consent agenda including the September 18 board meeting minutes and resolution 2019-025. 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 October 16, 2019. The following are highlights:

- Ms. Lasky recommended that the board of directors ask the political action committee to consider a campaign for library district annexations.
- The board of directors agreed to receive reports on alternative library cards quarterly rather than monthly from now on.
- Ms. Lasky suggested aligning communications with the library foundation on the library district strategic plan to highlight the dedication to enhancing facilities across the library system.

Motion: Ms. Samson moved to approve the change to the strategic plan ending in 2020. Ms. Agosta seconded the motion. The motion passed unanimously.

- The Williams Branch Manager is now working as the Collection Development Librarian. Applications are being accepted for the Williams Branch Manager position.

- Ms. Lasky expressed challenges in invoicing for the E-rate project with Hunter Communication.
- The Carpenter Foundation awarded \$16,000 to the Library Internet Infrastructure Project.
- The library is still raising awareness for Ebooks for All and the MacMillan Publishing embargo.
- The Grants Pass Friends of the Library has decided their purpose is to raise funds to support adult digital literacy and Quick Reads purchases.

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

Strategic Plan/board work plan. Board orientation went well for Ms. Agosta and Mr. Fahey

ACTION ITEMS

Authorization of website consultant contract. Ms. Lasky reviewed the contract with Mark Wyner for a website redesign. Ms. Samson asked what the timeline is for the project and Ms. Lasky responded that the district would like to seek grant funding for the project pushing the timeline out to 2020.

Motion: Mr. Fahey moved to approve resolution 2019-026 to authorize the Mark Wyner contract to redesign the library district website. Ms. Agosta seconded. The motion passed unanimously.

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

- Operations 3-4-4, Security Cameras
 - **Action:** Ms. Lasky will ask SDAO to review this policy.
- Operations 3-6-2, Library Card Registration
- Board Governance Policy Article IV
 - **Action:** Mr. Harelson requested to change the language in Section 3 to “...a board member when the President or Vice President are unavailable...”
- Personnel 4-5-1, Vacation
 - **Action:** Mr. Harelson would like a projection of how the \$16,000 liability would grow.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stover reported that the library foundation hired Ms. Lydon as their Executive Director. Ms. Stover has been working on onboarding with her for the past two weeks.

The end-of-year fundraising drive is scheduled to kick off mid-November.

Foundation board member Doug Walker has offered his services to remove the deck at the Wolf Creek branch.

Facilities Oversight Task Force. Ms. Samson reported that the representatives from the Foundation have been working with their attorney, the seller, and his attorney about the property of interest for a Grants Pass building and an agreement was reached.

ADJOURNMENT

Mr. Harelson announced that the board would be moving in to executive session to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The meeting adjourned at 7:02 pm to move in to executive session.

EXECUTIVE SESSION

Mr. Harelson moved the board into executive session at 7:02 pm. The board moved out of executive session at 3:47 pm.

CALL TO ORDER. President Mr. Harelson called the regular board meeting back to order at 3:47 pm.

ACTION ITEMS FROM EXECUTIVE SESSION

Motion: Mr. Ellison moved to authorize a 2.5% pay increase for the library director retroactive the hire date anniversary of October 9 and a renewal of the contract. Mr. Fahey seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

Comments from board members. There were no comments

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Wednesday, November 20 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 7:14 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