

**Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, November 20, 2019 at 5:15 pm
Ben Bones Room, Grants Pass branch**

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

Members absent: Beecher Ellison

Staff present: Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Executive director Heather Lydon, Josephine Community Library Foundation board liaison David Mannix

CALL TO ORDER. Mr. Harelson 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. Ms. Lasky requested to remove Policy 3-3-4 for individual action.

- **Approval of October meeting minutes.** The board reviewed the last regular board meeting minutes and Mr. Harelson requested the time that the executive session was adjourned be corrected to 7:10 p.m.
- **Policies, second reading:**
 - Policy 3-3-4, Security Cameras
 - Policy 3-6-2, Library Card Registration
 - Policy 4-5-1, Vacation
 - Article IV Section 5 Governance

Motion: Ms. Samson moved to approve the consent agenda including the October 16 board meeting minutes and resolutions 2019-028 and 2019-029. Mr. Fahey seconded. The motion passed unanimously.

Policy 3-3-4, Security Cameras. Ms. Lasky explained that the addition to the policy would require law enforcement to provide a warrant

Motion: Mr. Fahey moved to approve changes to Policy 3-3-4 and resolutions 2019-027. Ms. Samson seconded. The motion passed unanimously

Public comment. Ms. Stover expressed appreciation for being interim through October 2019 and having the opportunity to work with the library district board.

Correspondence. There was no correspondence.

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

Mr. Fahey asked for the assessed value of homes noting that they are all in the Illinois Valley. Mr. Harelson said the information may be available from the county assessor. Ms. Singer said the information is available on the annexation petition packets.

Motion: Mr. Fahey moved that the board endorse the annexation petitions for Karin Cooley, Paul Weller, and Deborah Lee Yeats. Ms. Agosta seconded. The motion passed. Mr. Harelson and Ms. Lasky signed and stamped the petitions on behalf of the board.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated November 20, 2019. The following are highlights:

- Ms. Lasky has been invited to speak as the keynote for the North Carolina library association conference and asked the board permission to receive an honorarium. Mr. Harelson suggested that Ms. Lasky accept the honorarium and use vacation time.

Motion: Mr. Fahey moved to approve Ms. Lasky's acceptance to speak as the keynote for the North Carolina library association conference using vacation time and accepting the honorarium. Ms. Samson seconded. The motion passed unanimously.

- A Williams branch manager has been hired.
- The annual patron survey yielded 1,520 responses.
- The next Welcome to Computers class is planned to begin in January in the Illinois Valley.
- Training of the library foundation executive director is complete, except for social media.
- Monthly Latinx Interagency Network Committee (LINC) meetings begin in Josephine County, hosted by the library, on January 28, 2020.

Financial report. Ms. Hay reviewed the October Financial Statement memo dated November 20, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through October 2019, the Profit & Loss statement for grants through October 2019, and the Balance Sheet as of October 31, 2019.

Ms. Hay reported that the annual report has been submitted to Pauly Rodgers & Co. She also reported that the district received correct invoicing from Hunter Communication for the E-rate project.

ACTION ITEMS

Approval of lease agreement. Ms. Lasky reviewed the lease agreement for foundation office space. Mr. Harelson recommended adding a statement in the lease agreement explaining that the IT equipment in the library foundation office belongs to the library district.

Mr. Harelson pointed out that there is a process for subletting to a nonprofit.

Action: Ms. Lasky will facilitate the sublease process with the County offices.

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

- Personnel 4-4-3, Educational Assistance Plan
 - **Action:** Ms. Lasky and Ms. Hay will edit the policy to clarify that courses must be directly related to the employee's job.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that end-of-year campaign has brought in about \$6,000 to date. He also reported that a preliminary draft of the feasibility study is completed. The library foundation is currently looking for a capital campaign consultant to prepare for fundraising for new buildings.

Communication is needed between the library district and the library foundation regarding the lease for purchase of the preferred location for a new Grants Pass library building.

Facilities Oversight Task Force. Ms. Samson reported that the library foundation is in the process of finding out the procedure for conducting an environmental assessment at the site of the preferred location for a new Grants Pass building.

ADJOURNMENT

Mr. Harelson announced that the board would be moving in to executive session to consider the employment of a public officer, employee, staff member or individual agent of the district per ORS 192.660(2)(a). The meeting adjourned at 7:02 pm to move in to executive session.

EXECUTIVE SESSION

Mr. Harelson moved the board into executive session at 6:28 pm. The board moved out of executive session at 6:36 pm.

CALL TO ORDER. President Mr. Harelson called the regular board meeting back to order at 6:36 pm.

ACTION ITEMS FROM EXECUTIVE SESSION

Authorization of library director's contract.

Motion: Ms. Samson moved to approve resolution 2019-030 to authorize the library director contract with Josephine Community Library District and authorize a signature with the agreed upon suggested edits. Mr. Fahey seconded. The board of directors was polled. Mr. Fahey passed the motion. Ms. Samson passed the motion. Ms. Agosta passed the motion. Mr. Harelson passed 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, December 18 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 6:42 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