

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, December 18, 2019 at 5:15 pm
Anne G. Basker Auditorium

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, Partnership Manager Rebecca Stoltz, Public Service Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation 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.

- **Approval of November 20 meeting minutes.** The board reviewed the last regular board meeting minutes. Mr. Harelson requested the time that the board of directors went into executive session be edited for accuracy as well as a clarification in public comment and the executive session motion.
- **Policies, second reading:**
 - Policy 4-4-3, Personnel
Action: Edits include the word “regularly” to “part time employees who work...” and to correct typos (“regularly work 20 hours per week”).
- **Solid Waste Agency grant**
- **Grants Pass sublease agreement**
- **Wolf Creek lease agreement**

Motion: Mr. Ellison moved to approve the consent agenda including the November 20 board meeting with suggested edits and resolutions 2019-031 Personnel Policy 4-4-3, 2019-033 Solid Waste Agency Grant, 2019-034 Grants Pass Sublease Agreement, and 2019-035 Wolf Creek Lease Agreement. Ms. Samson 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 December 18, 2019. The following are highlights:

- Library Foundation is planning to update strategic plan in January. Ms. Lasky is requesting a joint-board session between the library district board and the library foundation board. The board of directors has authorized Ms. Lasky to schedule the joint-board session and has authorized the library district to pay for it.

- The unexpected temporary closure of the Grants Pass branch has caused challenges for many members of staff.
- It is unlikely that the library district's annual audit will be submitted to the Secretary of State on time by contracted auditors Pauly Rogers & Co, although the library district submitted all necessary documentation on time.
- Ms. Lasky reminder board members that Communications Coordinator Brandace Rojo and Collection Development Librarian Ellie Avis were sponsored by the American Library Association to go to the international book fair in Guadalajara, Mexico at the beginning of December to purchase Spanish-language materials for the library system and network with other librarians.

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

ACTION ITEMS

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

- Operations 3-1-5, Public Records
- Personnel 4-10-1, Acceptable Use Policy
 - Mr. Harelson requested that all employees get training on how to keep the network safe, and that a similar volunteer policy be drafted.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation executive director is no longer employed with the foundation. Until the library foundation is able to re-staff that position, the library district executive director, partnership manager, and communications coordinator are assisting with the fundraising drive.

The feasibility study is almost complete. The overall conclusion of the report is that a capital campaign is ambitious but doable.

The environmental study for the preferred property came back with no negative remarks.

Ausland Group donated a total of \$4,000 to the library foundation.

Facilities Oversight Task Force. No updates were reported.

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, January 15 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 6:34 pm.

Respectfully submitted,

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

Board Secretary Brandace Rojo
Josephine Community Library District