

**Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, January 15, 2020 at 5:15 pm
Ben Bones Room, Grants Pass branch**

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, Public Service Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Liaison David Mannix, Josephine Community Library Foundation board member Steve Swearingen

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:15 pm.

STANDING ITEMS

Approval of agenda. Mr. Harelson moved the Facilities Oversight Task Force report to the first item on the agenda.

Approval of consent agenda. Below are items included in the consent agenda.

- **Approval of December 18 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-1-5, Operations
- **Carpenter Grant expenditure**

Motion: Ms. Agosta moved to approve the consent agenda including the December 18 board meeting minutes with suggested edits and resolutions 2020-002 Operations Policy 3-1-5, public records and 2020-003 for the authorization of the expenditure of the Carpenter Grant. Ms. Samson seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Training: What it means to be a trustee. The board of directors watched an educational video by United for Libraries about what it means to be a trustee.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated January 15, 2020. The following are highlights:

- Joint board strategic planning session on February 1
- Feasibility study is complete and the results show that while it is a formidable task to raise the money, it is doable.

- Ms. Lasky requested advice about revisions to Policy 3-3-4, Security Cameras to differentiate between the policy for crimes in-library and crimes outside of the library.
- Percentage of out-of-district patrons signing up for library cards is steadily increasing month after month.
- There are two open positions on the library district budget committee. Applications are due February 7, 2020.
- Ms. Lasky reviewed updates to the initiative work plan including completing a community needs assessment, providing staff with professional development opportunities, and more.

Financial report. Ms. Hay reviewed the December Financial Statement memo dated January 15, 2020. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through December 2019, the Profit & Loss statement for grants through December 2019, and the Balance Sheet as of December 31, 2019.

Ms. Hay reported that Hunter Communications has provided an update on the E-rate project. Majority of Easements have been received. The ODOT permit is waiting on that process to be complete. The board requested a map of the I-5 fiber crossings.

Action: Ms. Hay and Ms. Lasky will ask Hunter Communications for a map to share with the board of directors.

ACTION ITEMS

Authorization of contract for E-rate consultant.

Motion: Ms. Samson moved to approve the authorization of the contract with the E-rate consultant at Ed-Tech Solutions. Mr. Fahey seconded. The motion passed unanimously.

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

- Operations 3-6-1, Library Card Eligibility
- Operations 3-6-2, Library Card
- Operations 3-6-5, Hold Requests
- Personnel 4-8-2, Harassment Policy
 - Under section B the last sentence should be changed to “...sexual assault **is** defined as unwanted...”
 - Mr. Harelson suggested adding a list of resources for staff in need of services

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation is in the process of conducting interviews for the hire of an Executive Director.

\$64,500 was raised in the end-of-year fundraising drive.

Facilities Oversight Task Force. Mr. Swearingen reported that the environmental study came back clean and the Facilities Oversight Task Force will recommend to the JCLF board to exercise the option.

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, February 19 at the Grants Pass branch. Agenda items include the second reading of Personnel and Operations policies and a training video from United for Libraries.

ADJOURNMENT

The meeting adjourned at 6:25 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