

**Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, February 19, 2020 at 5:15 pm  
Ben Bones Room, Grants Pass branch**

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

**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

**Training: Board meetings.** The board of directors watched an educational video by United for Libraries about holding board meetings.

**CALL TO ORDER.** Mr. Harelson called the meeting to order at 5:27 pm.

#### **STANDING ITEMS**

**Approval of agenda.** There were no changes made to the agenda.

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

- **Approval of January 15 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Approval of the February 1 workshop minutes.** The board reviewed the workshop minutes. No changes were made.
- **Policies, second reading:**
  - Policy 3-6-1, Operations
  - Policy 3-6-2, Operations
  - Policy 3-6-5, Operations

**Motion:** Ms. Agosta moved to approve the consent agenda including the January 15 board meeting minutes, joint board workshop minutes, and Resolution 2020-005 for Operations Policy 3-6-1, Library Card Eligibility, Operations Policy 3-6-2, Library Card Registration, and Operations Policy 3-6-5, Hold Requests; and with the removal of Resolution 2020-004. Ms. Samson seconded. The motion passed unanimously.

#### **Personnel Policies.**

- Policy 4-10-1, Personnel
  - Mr. Ellison requested a reference in this policy that the volunteer acceptable use policy is located in the volunteer policies.

**Motion:** Mr. Fahey moved to approve resolution 2020-004 with modifications to Personnel Policies 4-8-2 and 4-10-1. Ms. Samson seconded the motion. The motion passed unanimously.

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

**Correspondence.** There was no correspondence.

## ANNUAL AUDIT REPORT

**Pauly Rogers, LLC.** presented the 2019 annual financial audit report to the library board of directors. There were no issues with the audit and it was filed with the Secretary of State.

**Motion:** Ms. Samson moved to accept the 2019 annual audit report presented by Pauly Rogers, LLC. Mr. Fahey seconded. The motion passed unanimously.

## STAFF REPORTS

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated February 19, 2020. The following are highlights:

- The Community Needs Assessment is a pilot project to identify what gaps the library has in its collection.
- The Williams branch roof needs repair. Ms. Lasky is planning on allocating funds from the Maintenance Fund for the repair.
- Ms. Lasky presented staffing changes and an updated library district organizational chart. She presented the new job descriptions for a communications manager and partnership coordinator.
- The library foundation awarded the library district \$30,000 for the website redesign project.

**Financial report.** Ms. Hay reviewed the December Financial Statement memo dated February 19, 2020. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through January 2020, the Profit & Loss statement for grants through January 2020, and the Balance Sheet as of January 31, 2019.

## ACTION ITEMS

**Contingency Authorization.** Ms. Lasky requested a transfer appropriation authority from the Contingency fund to the General Library Operations fund for web development, facilities maintenance and improvements, and technical writing services.

**Motion:** Mr. Fahey moved to approve Resolution 2020-006 for the authorization of the transfer of Contingency funds in the budget of Josephine Community Library District. Mr. Ellison seconded. The motion passed unanimously.

**Budget Committee Recruitment.** Ms. Lasky reported that we had two candidates apply for the positions: Cassie Robinson, director of finance for Northwest, and Joanne Stumpf, former finance and human resources director for the City of Grants Pass. Both were accepted.

**Motion:** Mr. Ellison moved to appoint Cassie Robinson and Joanne Stumpf to serve 3-year terms on the Josephine Community Library District budget committee. 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 3-3-4, Security Cameras
  - Mr. Harelson asked for clarification in the policy that it is okay for the library director to release surveillance to law enforcement in special circumstances.
- Operations 3-6-4, Loan Periods and Renewals

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

### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the library foundation has met three times since their last report. The foundation has worked on communications about the building improvement projects.

The library foundation and the library district met early in February for a joint board session and strategic planning.

Donna Robinson has resigned the board and a new board member, Denise Kalic has joined the foundation board.

A brochure to be used for the capital campaign is in draft phase and should be ready by the March 11 public meeting.

**Facilities Oversight Task Force.** Ms. Lasky reported that as a result of the joint board session, she and the foundation executive director created benchmarks for the upcoming capital improvement projects. The FOTF will have two meetings to begin discussing the timeline for capital improvement projects.

The regular FOTF meeting will be held on March 6. Ms. Agosta will attend in Mr. Ellison's place. On March 11, a public meeting will be held to seek public input about the timeline for capital improvement projects.

### **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, March 18 at the Grants Pass branch.

### **ADJOURNMENT**

The meeting adjourned at 6:50 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District