

**Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, March 18, 2020 at 5:15 pm
AllCare Health**

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

Members absent: Beecher Ellison

Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer, Adult Services and Volunteer Manager Amy King

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Executive Director Kate Lasky, Josephine Community Library Foundation Liaison David Mannix

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:16 pm.

STANDING ITEMS

Approval of agenda. Ms. Lasky requested a review of bylaws before getting into the rest of the agenda. No further changes.

Review of Bylaws. Ms. Lasky is requesting to revise to “in person or virtually” from the bylaws in order to continue to meet during a pandemic.

Motion: Mr. Fahey moved to approve the change in the bylaws. Ms. Agosta seconded. The motion passed unanimously.

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

- **Approval of February 19 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Approval of the March 11 meeting minutes.** The board reviewed the workshop minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-3-4, Security Cameras
 - Policy 3-6-4, Loan periods and renewals

Motion: Ms. Agosta moved to approve the consent agenda including the February 19 board meeting minutes, March 11 meeting minutes, and resolution 2020-007 for Policy 3-3-4, Security Cameras, and Policy 3-6-4, Loan periods and renewals. Mr. Fahey seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. Ms. Lasky reported correspondence from Bill Football thanking the library for doing its due diligence and closing the library during the COVID-19 pandemic. He would like to know how long the virus will survive on a book. Do we need to quarantine books that are returned during this time?

Petition review.

Motion: Mr. Fahey moved to approve annexation petitions for Virginia Rothrock, Lawrence and Iva Moynihan, Joseph and Ashley Williamson. Ms. Agosta seconded. The motion passed unanimously.

Ms. Agosta left and joined the meeting via telephone.

STAFF REPORTS

Library director's report. Ms. Lasky requested to move the Budget meeting to the week of April 20 and to do it virtually using Zoom. The board of directors approved this request.

Ms. Lasky reviewed the Library Director's Report dated March 18, 2020. The following are highlights:

- Josephine County was awarded economic development funds for the internet E-rate project in the sum of \$16,000.
- The Illinois Valley branch parking lot repair project is currently the highest maintenance priority. The library is seeking grant funding to complete this project.
- All library-related conferences are cancelled until further notice
- The hiring process for a partnership coordinator is on hold. All interviewees have been contacted.
- MacMillan Ebooks is moving towards removing the controversial e-book embargo
- Sheepscot Creative has offered pro bono time to the library to support restructuring the current website during the pandemic to make it user friendly for the community while everyone is self-quarantining.

Temporary and short-term closure procedure. Ms. Lasky listed ALA and OLA as resources advocating for closure. Ms. Lasky is advocating for possible curbside service and allocating certain times of the day to offer WiFi.

Mr. Harelson would like to develop a disaster policy for the future. Mr. Fahey requested adding verbiage into the policy granting the library director to make difficult decisions without immediate board approval.

Motion: Ms. Agosta moved to authorize library director to make **departure from...**for three months for the Coronavirus Pandemic Response Plan. Mr. Fahey seconded. The motion passed unanimously.

Financial report. Ms. Hay reviewed the February Financial Statement memo dated March 18, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through February 2020, the Profit & Loss statement for grants through February 2020, and the Balance Sheet as of February 28, 2019.

Ms. Samson joined the meeting electronically at 6:03 pm.

ACTION ITEMS

Facilities planning priorities.

Motion: Mr. Fahey moved to move forward with the Scenario #3 fundraising and construction timeline at the recommendation of the Facilities Oversight Task Force. Ms. Agosta seconded. The motion passed unanimously.

Library district and foundation MOU update. No gaps are detected from board members in the MOU.

Ms. Lasky explained updates and recommendations made for discussion. These changes will go to the library foundation also for changes before being voted on.

Ms. Stover called out that alignment of communications is now a joint responsibility between the library district and the library foundation.

The library foundation is now solely responsible for fundraising.

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

- Volunteer 5-16, Value and Purpose
- Volunteer 5-17, Acceptable Use Policy

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the spring fundraising drive will be delayed in light of the current COVID-19 pandemic.

Facilities Oversight Task Force. No updates at this time.

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, April 15.

ADJOURNMENT

The meeting adjourned at 6:20 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District