

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, April 15, 2020 at 6:30 pm  
Virtual Meeting  
Call 720-707-2699. Meeting ID #137-366-815  
Grants Pass branch, 200 NW C Street 97526

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

**Members absent:**

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

**Contractors:** Communications Specialist Teresa Stover

**Guests:** Josephine Community Library Foundation Executive Director Rebecca Stoltz

**CALL TO ORDER.** Mr. Harelson called the meeting to order at 6:31 pm.

#### **STANDING ITEMS**

**Approval of agenda.** No further changes.

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

- **Approval of March 18 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
  - Policy 5-16, Harassment
  - Policy 3-17, Acceptable Use Policy

**Motion:** Ms. Agosta moved to approve the consent agenda. Mr. Fahey 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 April 15, 2020. Ms. Lasky requested for board approval on the expenditure to repair the Illinois Valley branch parking lot.

**Motion:** Mr. Fahey moved to approve the expenditure for repairs to the Illinois Valley parking lot. Mr. Ellison seconded. The motion passed unanimously.

Ms. Lasky explained e-cards which are instant online library cards. The library can't verify whether someone who signs up for an e-card is in or out of the library district until they visit the library in person.

Mr. Harelson acknowledged that with the loss of the equivalent of 18 FTEs which are volunteers, paid staff has picked up a tremendous amount of work.

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

Reconciliations are not going to be done until after the pandemic stay-at-home order is over.

When cash carryover was built for the budget, it was underestimate. What would the board of directors like to do with the remainder?

## **ACTION ITEMS**

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

- **Disaster/emergency policy.**

Mr. Fahey requested change allowing library director the authority to act in any way necessary without consulting the board if an immediate response is needed.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** No news to report.

**Facilities Oversight Task Force.** Ms. Samson reported that adjustments were made to focus on the Illinois Valley branch first for fundraising and construction.

## **ANNOUNCEMENTS**

### **Comments from board members.**

Board members used this time to check in on each other about the current pandemic.

Mr. Harelson asked about the possibility of curbside service. Ms. Lasky reported that there was a request from the State Library for Oregon libraries to hold off. Ms. Singer reported findings from research she's been doing about how we can offer this service in the future.

**Date and agenda items for next meeting.** Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, May 20.

## **ADJOURNMENT**

The meeting adjourned at 7:22 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District