

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, May 20, 2020 at 5:30 pm
Virtual Meeting
Call 720-707-2699. Meeting ID #137-366-815

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

Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer, Collection Librarian Ellie Avis

Contractors: Communications Specialist Teresa Stover, Web Designer Mark Wyner

Guests: Library Foundation Executive Director Rebecca Stoltz and Liaison David Mannix, member of the public Nancy Hitchcock

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:30 pm.

STANDING ITEMS

Approval of agenda. No further changes.

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

- **Approval of April 15 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-4-8, Disaster and Emergency Preparedness
- Economic Development Grant
- Oregon Community Foundation Grant

Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. Mr. Ellison was not present. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Website presentation. Mr. Wyner presented the new library website redesign project, which began in November 2019. He shared a preview of the new website that is expected to launch on Friday, May 22.

STAFF REPORTS

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

- Ms. Stover and Ms. Hay reported about obtaining an Oregon Certificate of Existence and would like to take the recommendation from the Secretary of State office to register as an assumed business name (ABN) in order to apply for a grant through IMLS.
- The current cataloging manager has resigned.
- All department heads developed phased reopening plans and procedures.

Library reopen plan. Ms. Singer shared an overview of the library's reopening plan. Highlights include:

- The library's reopening chapters will mostly correlate with the Governor's phased reopening plan.
- Chapter 1 as presented to the board is for internal purposes and not relevant to the public. In the future it will be renamed Chapter 0.
- Volunteers have been very patient and are happy to see a plan.

Mr. Harelson requested that management research whether the library is able to require patrons to wear masks when in the buildings and how we can trace contact.

Patron privacy and COVID19. Ms. Avis presented an overview of the library's current privacy policies. She shared that the topic of contact tracing for COVID-19 has become prevalent. The American Library Association has made a strong argument that the library is not responsible for this and breeches patron privacy.

Mr. Harelson expressed that he disagrees with that recommendation.

Mr. Ellison expressed that he believes the library should not be collecting any information at all from patrons in order to protect their privacy.

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 April 2020, the Profit & Loss statement for grants through April 2020, and the Balance Sheet as of April 30, 2020.

Motion: Mr. Ellison moved to increase the health care allowance per employee from \$525 to \$650 per month. Ms. Samson seconded. Mr. Harelson voted no. All other board members voted yes. The motion passed.

FY21 Budget Hearing. The board referenced the FY 20/21 Budget Message and FY20/21 Budget approved by the JCLD Budget Committee on April 15, 2020.

Call to order: Mr. Harelson opened the Budget Hearing at 6:45 p.m.

Ms. Lasky gave an overview of the budget message and the budget, pointing out the only change to the budget as approved by the Budget Committee was the FY17-18 actuals.

Motion: Mr. Fahey moved to adopt resolution 2020-010 to accept the FY 2020-2021 budget. Ms. Samson seconded. The motion passed unanimously.

Motion: Mr. Ellison moved to approve Resolution 2020-011 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY21. Mr. Fahey seconded. The motion passed unanimously.

Reserve fund. Referring to her memo titled "Board Discussion of Reserve Fund Memo," Ms. Lasky noted that there is a need for a separate LGIP account for the reserve fund after consulting budget consultant Gerald Burns, CPA and others.

Motion: M. Agosta moved to approve Resolution 2020-009 in the matter of establishing a reserve fund. Ms. Samson seconded. The motion passed unanimously.

ACTION ITEMS

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

- **4-3-4, Telecommunicating and remote work policy**

Ms. Hay will remove the paragraph about a 90-day trial period from page 36 in the board packet.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the foundation has met twice since the last library district board meeting. Income and expenditures are off due to the pandemic. The annual spring fundraising drive was postponed due to the pandemic. Many board members have already met with the capital campaign manager.

Facilities Oversight Task Force. Ms. Lasky reported that a revised capital improvement plan was presented at the last meeting.

ANNOUNCEMENTS

Comments from board members. Nothing new to report.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, June 17.

ADJOURNMENT

The meeting adjourned at 7:05 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