**Josephine Community Library District**

**Board Regular Meeting Minutes**

**Wednesday, June 17, 2020 at 5:30 pm**

**Virtual Meeting**

**Call 669-900-9128. Meeting ID #894-8755-0300**

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

**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:** Library Foundation Executive Director Rebecca Stoltz and Liaison David Mannix

**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 May 20 meeting minutes**. The board reviewed the last regular board meeting minutes. Mr. Harelson requested a change to the May minutes under the Library Director’s report.
* **Policies, second reading**:
* Resolution 2020-015 Policy 4-3-4, Telecommuting and Remote Work
* Resolution 2020-016 Four Way community Foundation grant

***Motion:*** Ms. Agostamoved to approve the consent agenda. Ms. Samson seconded. The motion passed unanimously.

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

**Correspondence.** There was no correspondence.

**Training: United for Libraries Short Takes.** The Board of Directors watched an American Library Association video about library policies.

**STAFF REPORTS**

**Library director’s report.** Ms. Lasky reviewed the Library Director’s Report dated May 31, 2020. The following are highlights:

* The library is currently in Chapter 2 of the re-opening plan which includes curbside pick-up.
* Docu-sign created for the board of directors to comply with COVID-19 safety precautions.
* Personal protective equipment delays.
* Applied for state Coronavirus relief funds to help with the purchase of protective equipment.
* Challenge with promoting “The Water Dancer” book club on Facebook.
* E-rate has been challenging. There has been an automatic extension on all E-rate contracts. Hunter’s new date for completion is October 15, 2020.
* Recruiting for the cataloging manager position has been challenging due to the pandemic.
* The cataloging area of the library is being renovated.
* The Daily Courier has partnered with the library for the Summer Reading Program.
* Ms. Stover shared that the library submitted the IMLS grant for $170K for the Cares Act Grant responding to the pandemic. The Ford Family Foundation is also rewarding the library $25K toward the cost of the new website.
* Ms. Samson expressed a concern about people going into the library buildings not wearing masks when the libraries re-open. Mr. Ellison added that he doesn’t think it would be too hard to enforce. Ms. Lasky agreed with both and asked the board to be aware of the safety of staff when enforcing mask wearing policies.

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

**ACTION ITEMS**

**Three-year financial plan.** Ms. Lasky reviewed the three-year financial plan dated June 17, 2020. The following are highlights.

* Ms. Lasky explained that grants are unpredictable and difficult to budget.
* Additional staff is not planned in the next three-year financial plan.
* As library expenses increase and revenue is uncertain given the pandemic, it is likely that cash carryover will decrease.
* Ms. Lasky recommends continued investment in the Reserve Fund.
* Ms. Lasky recommends revisiting the plan annually.
* No formal action was taken, and the board of directors acknowledged receipt of the three-year financial plan per the strategic plan objectives.

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

* **3-4-10, Community Information Database**
  + Ms. Samson asked to reconsider that organizations must not charge for a membership in order to be included.
  + Mr. Fahey asked how often information will be updated for accuracy.
  + Mr. Harelson suggested a clause that the information will be audited.
  + The board of directors discussed adding a disclaimer to the website that this is for service organizations that do not support politic ideologies.
  + Ms. Agosta mentioned it would be nice to have a way to show which organizations are partners in the database.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix and Ms. Stoltz reported that $24,258 has been raised so far during the fundraising drive in a short 21 days.  
  
 The Foundation board of directors is working on a designated fund policy.

**Facilities Oversight Task Force.** The library’s maintenance coordinator will be invited to following meetings.

**ANNOUNCEMENTS**

**Comments from board members.**  New officers will be elected at the next meeting.

**Date and agenda items for next meeting.** Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, July 15.

**ADJOURNMENT**

The meeting adjourned at 6:58 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky

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