

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, July 15, 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: Nancy Hitchcock, Library Foundation Executive Director Rebecca Stoltz, and Library Foundation 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 June 17 meeting minutes.** No changes were requested.
- **Policies, second reading:**
- Resolution 2020-017 Policy 3-4-10, Community Information Database
- Resolution 2020-018 TFFF Grants
- Resolution 2020-019 AllCare Grant
- Resolution 2020-020 OR CRF
- Resolution 2020-021 LGIP

Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta 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 evaluating the library director.

STAFF REPORTS

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

- The reconfiguration of public spaces continues as library staff prepares for physical distancing when volunteers and patrons are allowed to start re-entering the buildings.
 - Supply chain limitations and constraints are an issue as library staff orders supplies and items are backordered.
 - Seeking Coronavirus Relief Funds and grants for special districts to help support the cost of meeting state guidelines.
 - Plans to install no-touch self-checkout machines

- The community needs report will hopefully inform plans for the library for the next three years.
- The library is working on offering in-library student study appointments during the next school year on the days that students are not allowed on campus in partnership with the local school districts. There will be a max capacity to accommodate for physical distancing.

Financial report. Ms. Hay reviewed the June Financial Statement memo dated June 30, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through June 2020, the Profit & Loss statement for grants through June 2020, and the Balance Sheet as of June 30, 2020.

Motion: Mr. Fahey moved to authorize Ms. Lasky to spend up to \$15,000 to move forward with Cascade projects. Mr. Ellison seconded. The motion passed unanimously.

Motion: Mr. Ellison moved to authorize Ms. Lasky to institute an annual 2% cost of living increase for staff for FY20-21 and to continue with merit-based pay increases up to 3%. Ms. Agosta seconded. The motion passed unanimously.

ANNUAL MEETING

FY20 election of President and Vice President.

Motion: Ms. Agosta moved to adopt resolution 2020-022 to nominate Mr. Fahey as board president and Ms. Samson as vice president. Mr. Fahey seconded. The motion passed unanimously.

Bank signers.

All new board officers are also current bank signers; so, no change in bank signers is required.

FY20-21 meeting date and time.

Board meetings will continue to be on Wednesdays at 5:30 pm.

ACTION ITEMS

Library director annual evaluation process.

President Fahey and Vice President Samson will meet to develop the process to complete the annual evaluation of the library director.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the foundation spring drive ended at around \$30,000.

Progress is being made with the foundation's capital campaign consultant.

Facilities Oversight Task Force. Wolf Creek back door was removed and replaced with a window.

Ausland Group will be evaluating the plans for the Illinois Valley branch for a possible reduction in cost of renovations.

ANNOUNCEMENTS

Comments from board members. Board members continue to be impressed by how staff is handling the challenges of the pandemic.

Board members would like to continue to be cautious and slow with the library reopening plan.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, August 19.

ADJOURNMENT

The meeting adjourned at 6:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is written in a cursive style with a large initial "B" and a long, sweeping tail.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District