

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, August 19, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #880 0677 2144

**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 Library Foundation Liaison David Mannix

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

#### STANDING ITEMS

**Approval of agenda.** Mr. Fahey moved action item #2 to #1.

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

- **Approval of July 15 meeting minutes.** No changes were requested.
- **Policies, second reading:**
- Resolution 2020-024, CRF Grant
- Resolution 2020-025, Collins Foundation Grant

**Motion:** Ms. Samson 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 library advocacy.

#### STAFF REPORTS

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated August 19, 2020. The following are highlights:

- Staff is planning to host Student Hours at the Library in partnership with the school district for first term of school year, and as needed. Ms. Lasky reviewed the proctor and tutor job descriptions. Proctor and tutor will be hired through a temp agency.
  - **Action:** Mr. Harelson asked that Ms. Lasky confer with legal counsel that the district will not incur liabilities for temporary employees contracted through a staffing agency.
- The community needs assessment is moving along. Community profile and staff survey results will be shared at a later meeting. The library is not conducting a traditional patron survey this year, instead it is asking open ended questions via postcards, holding key informant interviews, and focus groups.

- Laptops and hotspots are now available for checkout.
- A Stone Soup Storybook Walk will start next week in the windows of participating businesses downtown.
- Shelf Shopper is a new program offered to patrons who would like book selections from staff.
- Ms. Lasky is the incoming president for the Oregon Library Association.
- The library is in the midst of its annual financial audit.

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

**Motion:** Ms. Agosta moved to increase Ms. Lasky's authority to authorize Cascade Communications contracted work up to \$17,000. Mr. Ellison seconded. The motion passed unanimously.

## **ACTION ITEMS**

**FY19-20 Annual Report.** Ms. Lasky presented the FY19-20 Annual Report.

**Motion:** Mr. Ellison moved to accept the library director's FY19-20 annual report. Ms. Agosta seconded. The motion passed unanimously.

**TRSD IGA for Williams branch property.** Ms. Samson reported that the library district has been working with TRSD on a contract regarding the property that the Williams branch is on.

**Motion:** Mr. Ellison moved to approve the TRSD IGA as presented. Ms. Agosta seconded. The motion passed unanimously.

**Pandemic procedure: Operations.** Ms. Singer presented the pandemic procedure with emphasis on safety for patrons, volunteers, and staff. The board discussed what happens if anyone is noncompliant.

**Motion:** Mr. Harelson moved to approve the adoption of the pandemic procedure. Ms. Agosta seconded. The motion passed unanimously.

**Library director annual evaluation report.** Mr. Fahey reported that the goal is to create a standardized process for the library director's annual evaluation report. Mr. Harelson reminded the board that the annual report should be kept in mind during the evaluation process.

**Motion:** Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the library foundation has been using wealth identification software in preparation for the capital campaign.

**Facilities Oversight Task Force.** Mr. Ellison reported that at the last meeting they discussed an upgrade to the electrical system at the Illinois Valley branch. Repairs are also needed for the HVAC system.

**ANNOUNCEMENTS**

**Comments from board members.** no comments.

**Date and agenda items for next meeting.** Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, September 16.

**ADJOURNMENT**

The meeting adjourned at 6:30 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