

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, September 16, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #868 4341 2536

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

**Members absent:** John Harelson

**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 requested to move the Executive Session to the October meeting.

**Motion:** Ms. Agosta moved to approve moving the Executive Session to the October board meeting. Ms. Samson seconded. The motion passed unanimously.

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

- **Approval of August 19 meeting minutes.** No changes were requested.
- **Policies, second reading:**
- Resolution 2020-026, CRF Grant

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

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

**Correspondence.** Ms. Lasky shared correspondence from a patron who is eager for the library to reopen to the public.

#### **EMPLOYEE ENGAGEMENT SURVEY**

Coraggio Group's Colin and Yahya presented the results of the Employee Engagement Survey. The following are highlights:

- Scores are influenced by pandemic and emotional state. Things to consider are adjustments to virtual work, technology shifts, and large, impactful decisions.
- Staff are appreciative and supportive of coworkers.
- Employee engagement and satisfaction has fallen a bit over the past year.
- The library has made improvements in meeting the basic needs of employees, especially newer staff.
- Coraggio Group will present the survey findings to staff during a staff meeting.

- The board agreed that they would like to hold focus groups with staff to help determine actions that can be taken help staff feel more supported.

## COMMUNITY PROFILE

Ms. Stover presented the findings from the community profile research. The following are highlights:

- The profile looks outside the library to see what is going on in the community.
- Library Assistant Lorrain McInnes conducted extensive research to compile part of the report findings.
- Research began in February 2020.
- We have the third most unaffordable housing market in the country.
- Almost 1,000 students in Josephine County school districts reported homelessness during the 2018-19 school year.
- Population size and ethnic diversity are growing in Josephine County.
- The high school graduation rate in our area is 74%.
- The community profile will help inform future library services and strategic planning.

**Action:** Ms. Lasky will share what grant funders and library partners focuses are in the coming months to prepare the board for strategic planning.

## STRATEGIC PLANNING PREPARATION

### STAFF REPORTS

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated September 16, 2020. The following are highlights:

- The library district will be working with a temp agency to hire a temporary proctor and tutor to offer student hours at the library in partnership with the Grants Pass School District 7.

**Motion:** Ms. Agosta moved to approve signing a contract with the temp agency. Ms. Samson seconded. The motion passed unanimously.

- Ms. Lasky and Ms. Singer shared updates to the library reopening plan and informed the board of directors that some volunteers have been invited back into buildings by department.
- Ms. Lasky reported that the Illinois Valley branch is currently at a Level 2 evacuation alert due to wildfires. Ms. Samson asked if any preparations are being made to save anything in the building. Ms. Lasky explained that no important documents are kept at branches—most are saved digitally or at the Grants Pass branch. There are too many regular library materials in the building to try to save.

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

## BOARD MEMBER REPORTS

**Library Foundation liaison report.** Mr. Mannix reported that the Library Foundation will be changing their meeting day to the fourth Tuesday of each month.

New board officers have been appointed.

The development committee has begun planning for the end-of-year fundraising drive.

**Facilities Oversight Task Force.** Ms. Samson reported that the group discussed replacement of the windows at the Illinois Valley branch.

**Motion:** Mr. Ellison motioned to allow Ms. Lasky a cap of \$25,000 to contract to replace windows at the Illinois Valley branch. Ms. Agosta seconded. The motion passed unanimously.

The board of directors will have a special meeting on Wednesday, September 30 to discuss future construction projects including the HVAC system and expenses.

## 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, October 21.

## ADJOURNMENT

The meeting adjourned at 7:11 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