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

STANDING ITEMS
Approval of agenda. There were no changes to the agenda.

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

- Approval of September 16 meeting minutes. No changes were requested.
- Resolution 2020-027, CRF Grant
- Resolution 2020-028, State Library Grant
- Resolution 2020-029, Chaney Grant

Motion: Mr. Harelson moved to approve the consent agenda. Mr. Ellison seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no public correspondence.


STRATEGIC PLANNING PREPARATION
Adult Collection and Program Assessment
Ms. Avis shared some of the findings from the Community Assessment. An attempt was made to make comparisons across the years, but in some cases, a change in the way the library measures the library collection and the COVID-19 have skewed numbers. These are highlights:

- Collection is getting newer overall. More than 15 percent of the library collection is less than five years old.
- By reducing the number of items in the collection, circulation numbers should increase.
• While circulation of print books decreased overall in fiscal year 2019-20, monthly comparisons prior to pandemic closure demonstrated an increase. Following library closure, ebook and audiobook checkouts increased tremendously.
• History and poetry programs are popular.
• The Facebook book club has been very popular during the pandemic.
• Some recommendations include reducing the size of the nonfiction collection, increasing the Spanish-language collection to match the Spanish-speaking percentage of the local population, and continuing to focus spending on print books.

Youth Collection and Program Assessment
Ms. Singer shared some of the findings from the Community Assessment. An attempt was made to make comparisons across the years, but in some cases, like the collection analysis, COVID-19 skewed the numbers. These are highlights:
• Allowing space to face-out and display books on the shelves has made an impact on circulation of the collection, especially in the children’s library.
• The age of the collection still needs work in both the children and teen library collections.
• DVDs continue to be popular.
• Top performing Dewy Decimal areas are science, technology, and art in the nonfiction section.
• A deeper analysis needs to be done on the nonfiction collections at each of the rural branches.

STAFF REPORTS
Library director's report. Ms. Lasky reviewed the Library Director’s Report dated October 21, 2020. The following are highlights:
• The windows at the Illinois Valley branch are being replaced per the recommendation from the facilities task force.

Motion: Mr. Harelson moved to allow the library director to contract with 1st Choice Windows & More Inc. for $16,813 per Financial Management Policy 2-3. Mr. Ellison seconded. The motion passed unanimously.
• Ms. Lasky is working with an attorney to create a parental consent form for student hours at the library.
• The public library statistical analysis was submitted this month, and through that process the library district reported a substantial increase in visits to the library’s website. This demonstrates a return on investment for updating the website.


ACTION ITEMS
First reading: Personnel Policy
The board of directors reviewed Policy 5-4-2 Holidays. Ms. Hay updated the policy to allow for staff to take a holiday that fell on a day they do not generally work “within the same pay period.”
BOARD MEMBER REPORTS
Library Foundation liaison report. Ms. Stoltz reported that the library foundation will now begin meeting the fourth Tuesday of each month.

The end-of-year fundraising campaign begins the week of Thanksgiving.

Facilities Oversight Task Force. Mr. Ellison reported that a new HVAC system is going to be installed at the Illinois Valley branch.

ANNOUNCEMENTS
Comments from board members. Mr. Fahey shared that the first day that the library reopened for Grab & Go public hours, a patron commented that they were happy with the process.

EXECUTIVE SESSION: PERFORMANCE REVIEW
The Board of Directors moved into executive session at 6:43 pm to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)

The board returned to regular session at 7:00 pm.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, November 18.

ADJOURNMENT
The meeting adjourned at 7:05 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District