

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, October 21, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #851 0450 0805

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

**Members absent:** Laurel Samson

**Staff present:** Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer, Adult Services and Volunteer Manager Amy King, Technical Services Manager Ellie Avis

**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.** 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.

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

#### **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 Dewey 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.

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

### **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,

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