

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, November 18, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #858 1160 3410

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

**Members absent:** none

**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, Coraggio Group

**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. Mr. Harelson requested that the consent agenda process be reviewed.

- **October 21 minutes.** No changes were requested.
- **Resolution 2020-031 CRF Grant**
- **Resolution 2020-030 Personnel Policy**
- **Draft AFR from Gerald Burns, CPA**

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

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

**Correspondence.** There was no public correspondence.

#### **STRATEGIC PLANNING PREPARATION**

##### **Employee engagement focus group report.**

Representatives from Coraggio Group reported the outcome of the employee engagement focus groups and shared areas where library staff feels there are opportunities for improvement. Some opportunities include the following:

- Improve professional development and review process, and connect staff to continuing education opportunities and resources
- Evaluate effective decision-making processes
- Improve organizational meeting structure, modes, and methods
- Pursue team building activities, projects, and programs

**Funding partner priorities report.**

Ms. McInnes reported on the library's current and potential grant funders. Their priorities span a wide variety of community needs including arts and history, children and families, community advancement, DEI, Health and safety, library support, and technology.

Since June 2017, the library has received almost \$687,000 in grants from 24 funding organizations.

Action: Mr. Harelson requested that Ms. McInnes include grant amounts in the table in her report to the board. Ms. McInnes has the data available and will provide that information to the board.

### **Foundation capital campaign report.**

The following are highlights from Ms. Stoltz's capital campaign report:

- Although extenuating circumstances such as COVID-19 and the devastating fires locally has impacted fundraising abilities, the library foundation board remains committed to successfully securing funds needed to fulfill the Facilities Master Plan.
- Phase One of the campaign focuses on raising \$4.2 million. \$2 million to purchase the property for a new Grants Pass branch and \$2.2 million for renovations to the Illinois Valley branch of Josephine Community Library District.
- From January 1, 2018 to October 15, 2020, \$282,800 has been raised for the capital projects. The foundation continues to seek grant funding from local, regional, and federal grant funders in addition to securing lead gifts from individual donors and businesses.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated November 18, 2020. The following are highlights:

- The library secured informal bids for HVAC replacement project in Illinois Valley as discussed at the October board meeting. Selected Caveman Heating and Cooling for \$34,957 per Financial Management Policy 2-3.
- Library management established key indicators to roll back services during the pandemic as needed based on the Oregon Health Authority dashboard of percent positive test rate.
- Oregon Occupational Safety and Health Division issued new temporary rules to address COVID19 workplace risks on November 6. These new guidelines must be implemented by December 7. Library maintenance and management are working closely with the SDAO and HR Answers to implement changes. State of Oregon CARES Act Coronavirus Relief Funds (CRF) may be used to implement these required changes.

**Motion:** Mr. Harelson moved to approve HVAC expenditure of \$34,957. Ms. Agosta seconded. The motion passed unanimously.

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

### **ACTION ITEMS**

**First reading: Operations Policy**

The board of directors reviewed Policy 3-6-1 Library Card Eligibility.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Stoltz reported that the end-of-year fundraising campaign begins the week of Thanksgiving.

**Facilities Oversight Task Force.** Mr. Ellison reported that the Illinois Valley building projects are underway. Specific projects include the window and HVAC replacement in the Illinois Valley.

Ms. Samson reported on an addition of a fence on Three Rivers School District property at the Williams branch.

#### **ANNOUNCEMENTS**

**Comments from board members.**

#### **EXECUTIVE SESSION: PERFORMANCE REVIEW**

The Board of Directors moved into executive session at 6:52 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 6:55 pm.

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

#### **ADJOURNMENT**

The meeting adjourned at 7:00 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