

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, December 16, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #839 7891 4699

**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, Danny Brakebush of Pauly Rogers LLC

**Guests:** Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix, Nancy Hitchcock

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

#### **STANDING ITEMS**

**Approval of agenda.** Mr. Fahey removed the executive session from the 12/16 agenda.

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

- **November 18 minutes.** No changes were requested.
- **Resolution 2020-032 Policy**
- **Resolution 2020-033 Grant**

**Motion:** Ms. Samson 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.

#### **ANNUAL AUDIT REPORT**

Danny Brakebush from Pauly Rogers LLC presented the annual library district audit report referring to the letter to the board titled "Communication to the Governing Body for the Year Ended June 30,2020."

#### **STRATEGIC PLANNING PREPARATION**

**Community outreach report.** Ms. Stover shared the Community Outreach Report as part of the Needs Assessment. The following are highlights:

- **Needs Assessment questions:** What are the information needs of Josephine County residents? To what extent are these needs being met?
- The most common themes in the order they were mentioned include basic needs and resources, diverse perspectives and representation, home/family/household management, civic engagement, community connections, activities.
- **Possible library actions:** collection, programs, promotion
- This report is meant to help inform strategic planning.

**Strategic planning process.** Ms. Lasky informed the board that Darci Hanning with the State Library of Oregon will facilitate the library's next strategic planning sessions.

## **STAFF REPORTS**

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

- The library has invested in three new databases from Brainfuse: HelpNow, JobNow, and VetNow. HelpNow offers live tutors for all grade levels in English or Spanish.  
**Action:** Mr. Fahey requested that library staff keep track of database usage in order to determine which database subscriptions to renew in the coming year(s).
- The library has rolled back to just curbside service for now.
- There is steady increase of checkouts of the mobile hotspots and laptops from the Library of Things.
- A new Storybook Walk is up through the end of December in Grants Pass and Cave Junction.
- The library is adding a land acknowledgement to the library website.  
Mr. Harelson stated that there is a potential for the land acknowledgement to cause some controversy in the community, but that it is very well written.  
**Action:** Mr. Harelson requested that the library website also share resources about the impact of the Chinese population in Josephine County on its local history page.

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

## **ACTION ITEMS**

### **First reading: Personnel Policy**

The board of directors reviewed Policy 4-4-4, Education Assist Plan

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the library foundation started the end-of-year fundraising drive several weeks late this year, yet they are bringing in almost double what they did last year on a weekly basis.

Jason Mackey from City Planning has joined the foundation board.

Library foundation board members Steve Swearingen and Doug Walker are now on the FOTF committee.

**Facilities Oversight Task Force.** No updates.

## **ANNOUNCEMENTS**

**Comments from board members.**

**Date and agenda items for next meeting.** Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, January 20.

**ADJOURNMENT**

The meeting adjourned at 7:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is stylized with a large initial "B" and a long, sweeping tail.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District