

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, January 20, 2021 at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #876 8086 4373

Members present: Beecher Ellison, Pat Fahey, John Harelson, Laurel Samson

Members absent: Gina Marie Agosta

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

Contractors: Communications Specialist Teresa Stover

Guests: Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix

CALL TO ORDER. Ms. Samson 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.

- **December 16 minutes.** No changes were requested.
- **Resolution 2021-001 Policy**
- **Resolution 2021-002 Donation**
- **Resolution 2021-03 Grants**

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

Annexation petition review. The board reviewed two new annexation petitions.

Motion: Mr. Ellison moved to authorize Mr. Fahey to endorse the annexation petitions for Deborah Anne Collins and Rachel Goodman in person. Mr. Harelson seconded. The motion passed.

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 succession planning and new board member orientation.

STRATEGIC PLANNING PREPARATION

Strategic planning process. Ms. Lasky informed the board that Darci Hanning with the State Library of Oregon will facilitate the board of director's special workshop with community stakeholders on Monday, January 26 at 5 pm.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated January 20, 2021. The following are highlights:

- The library board has two open positions coming up in May 2021.
- CARES Act funding ran out at the end of December.
- Library website updates include Spanish-language translations, over 200 entries in the JosephineLINK community database, and education/research subject guides.
- Library database usage has increased.
- The Illinois Valley COVID Renovation Project is nearly complete.
- 51,213 books have been mailed to children in Josephine County through Dolly Parton's Imagination Library since the program's beginning in our community.

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

ACTION ITEMS

CARES Act funding: CRF, FEMA, PPP. Ms. Lasky reviewed possible funding avenues to support the library's response to COVID. The following are highlights:

- The library district has requested funding to help pay for the HVAC system from the library foundation.
- The library is applying for funding through FEMA.
- It is unknown if governments/districts qualify for the next round of CARES Act funding.
- PPP is a forgivable loan if staff that are included in the requested amount are not laid off.

First reading: Operations Policy. The board of directors reviewed Policy 3-1-2, Conduct. Mr. Harelson requested consistency in voice and that future policy changes include the original for ease of reading depending on the number of changes.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that an extension was granted from the owner of the Grants Pass property

- 100 percent board participation in the year-end drive.
- The library foundation surpassed the fundraising goal for the year-end drive.

Facilities Oversight Task Force. The FOTF spent most of their time at the last meeting discussing how to supplement CARES Act funding.

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, February 17.

ADJOURNMENT

The meeting adjourned at 6:43 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District