

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, February 17, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #881 2032 9417

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

**Members absent:**

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

#### **STANDING ITEMS**

**Approval of agenda.** No changes were made to the agenda.

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

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

- **January 20 minutes.** No changes were requested.
- **January 25 minutes.** No changes were requested.
- **February 3 minutes.** No changes were requested.
- **Resolution 2021-004 Policy**
- **Resolution 2021-005 Rotary**
- **Resolution 2021-006 Kiwanis**
- **Resolution 2021-007 JCLF**

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

**Annexation petition review.** The board reviewed two new annexation petitions from Pat and Sue Fahey.

**Motion:** Mr. Harelson moved to authorize Mr. Fahey to endorse the annexation petition for Pat and Sue Fahey in person. Mr. Ellison seconded. The motion passed.

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

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

#### **STRATEGIC PLANNING**

**Strategic plan vision, mission, focus, and goals.** Ms. Lasky reported that over the last month staff, key information community members, and the library board have worked on a new strategic plan vision, mission, focus, and goals. Ms. Stover shared the progress so far in the strategic planning process.

Ms. Samson and Mr. Harelson expressed that some patrons might feel that they are no longer represented in the library's strategic plan. Ms. Lasky suggested adding a preamble explaining the process that the library went through for strategic planning this year and the reason it is different from years past. Core services can also be highlighted in the preamble.

Ms. Lasky asked the board of directors for feedback on Focus #4 Library Systems. The board had no changes.

## **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated February 17, 2021. The following are highlights:

- The library has had some issues with phishing scams recently. Security awareness training and new procedures are now in place to prevent future issues.
- A three-year financial projection will now be done annually, alongside budget development.
- Library website traffic, in-person use, and holds placed have hit record highs over the past month.
  - Ms. Samson requested that library staff begin tracking if use of the Spanish-language side of the library website is seeing increased usage.
- The Oregon Poet Laureate is doing a poetry reading for the library this Saturday, February 20.

**Financial report.** Ms. Hay reported that after a phishing scam was detected earlier in February, the library's IT contractor will be providing cyber security training. She also reviewed the November Financial Statement memo dated January 30, 2021. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through January 2021, the Profit & Loss statement for grants through January 2021, and the Balance Sheet as of January 30, 2021.

## **ACTION ITEMS**

**Budget committee recruitment.** Ms. Lasky reviewed the packet and reported the applicant who received the highest score.

**Motion:** Ms. Samson moved to offer the budget committee position to applicant Jay Meredith. Ms. Agosta seconded. The motion passed.

**First reading: Personnel Policy.** The board of directors reviewed a new procedure requiring original signatures on all personnel documents.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the library foundation will focus on growing the number of monthly donors during the upcoming spring fundraising drive.

The Autzin Foundation awarded another \$20k grant to Josephine Community Library Foundation.

More than \$61,000 was raised during the library foundation's end-of-year fundraising drive. A meet and greet was hosted virtually yesterday for donors and potential donors to the capital campaign.

**Facilities Oversight Task Force.** Looking for voices in the Williams area who want to get involved in informing the building project over there.

There is still a concern among some Williams community members regarding library 24/7 WiFi access for all.

## **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, March 17.

## **ADJOURNMENT**

The meeting adjourned at 6:36 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', with a stylized flourish at the end.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District