

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, July 21, 2021 at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #844 6322 1657

Members present: John Harelson, Gina Marie Agosta, Laurel Samson, Rachele Selvig

Members absent: Pat Fahey

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. The board moved the following agenda items to the beginning of the meeting: FY22 election of President and Vice President, Bank Signers, FY22 meeting date and time, Authorization of MOU with City of CJ.

Approval of consent agenda. Below are items included in the consent agenda. No changes were requested.

- **June 16 minutes**
- **Resolution 2022-004 Policy 3-3-5**
- **Resolution 2022-005 Policy 4-1-3**
- **Resolution 2022-001 LGIP**

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

Public comment. There was no public comment.

Correspondence. There was correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated July 21, 2021. The following are highlights:

- Ms. Lasky referenced the document titled DEVELOPING YOUR CULTURAL COMPETENCE PROGRAM PROPOSAL and reported that she researched and found a trainer through San Jose State University School of Library and Information Science to begin training with library staff. Ms. Lasky requested additional funds for this training for staff and board. The expense does not affect the budget at his time. Ms. Lasky will review the budget forecast in January 2022 and report on professional development expenditure against budget.

Motion: Ms. Agosta moved to approve the additional funding required in the submitted proposal for Developing Cultural Competence Program from Dr. Michele Villagran from CutluralCo for Option 2. Mr. Harelson seconded. The motion passed unanimously.

- The library district has hired four new employees over the past two weeks. All candidates are excited to have careers in libraries.
- Tomorrow the library is hosting “Conspiracy Theories: Trust, facts, and tinfoil hat” in partnership with Oregon Humanities.
- The library has changed the lock on the staff/volunteer door to a keypad. Board members will receive a key code.

Financial report. Ms. Hay reviewed the June Financial Statement memo dated July 21, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through June 2021, the Profit & Loss statement for grants through June 2021, and the Balance Sheet as of June 30, 2021.

ANNUAL MEETING

FY22 election of President and Vice President.

Motion: Ms. Agosta moved to elect Pat Fahey as board president. Ms. Selvig seconded. The motion passed unanimously.

Motion: Ms. Selvig moved to elect Laurel Samson as board vice president. Mr. Harelson seconded. The motion passed unanimously.

Bank Signers. No changes.

FY22 meeting date and time.

Motion: Ms. Agosta moved to approve continuing holding meetings on the third Wednesday of each month at 5:30 pm. Mr. Harelson seconded. The motion passed unanimously.

ACTION ITEMS

Authorization of MOU with City of CJ. Ms. Stover clarified that the City of Cave Junction is the partner who is applying for funds and the library is the partner who will be responsible for building construction and who will own the building. The MOU has already been approved by the library’s attorney and by the City of Cave Junction with no changes.

Motion: Ms. Selvig moved to accept resolution 2022-006 for the MOU between Josephine Community Library and the City of Cave Junction. Ms. Agosta seconded. The motion passed unanimously.

First reading: Personnel Policy. The board reviewed Personnel Policy: Holidays. Ms. Lasky proposed adding the Juneteenth federal holiday to the library staff’s holiday calendar.

First reading: Operations Policy. The board reviewed Operations Policy: Meeting space. Ms. Lasky proposed a new policy to remove fees from community members utilizing meeting space.

Library director annual evaluation process. The board tabled the discussion until next month when the board president will be in attendance.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that Ms. Stoltz has been approved for a part time assistant.

A \$20,000 matching grants from Carpenter Foundation was received.

The capital campaign committee has started meeting weekly as the foundation gears up to launch fundraising.

The library foundation is launching a crowdfund during the month of August. All proceeds will benefit Illinois Valley branch renovations.

Facilities Oversight Task Force.

The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation.

City of Cave Junction City Council approved an MOU agreement to apply for Community Development Block Grant through Business Oregon.

District and foundation are working to fulfill the requirements for the grant prior to the deadline to submit the application with the goal of submitting the application on Sept 1.

ANNOUNCEMENTS

Comments from board members. Mr. Harelson announced that he is retiring from the board after four years of serving since he will be moving to Albany, OR and will no longer be eligible to serve in Josephine County. He will submit his official resignation to the library director, effective July 31. He shared his email address with fellow board members to keep in contact.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:30 pm on Wednesday, August 18.

ADJOURNMENT

The meeting adjourned at 6:26 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District