

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, September 15, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #832 5772 0623

**Members present:** Laurel Samson, Pat Fahey, Brenda Aguilera, Rachele Selvig, Gina Marie Agosta

**Members absent:** none

**Staff present:** Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer

**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 5:32 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. No changes were requested.

- **August 18 minutes**

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

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

**Correspondence.** There was no correspondence.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated September 15, 2021. The following are highlights:

- Ms. Lasky announced that board members who are designated signers must go to People's Bank tomorrow to provide updated signature cards.
- Board members should register and take the pre-assessment for next week's cultural competence training.
- Can the Grants Pass maintenance fund be accessed for \$10,000 to complete the renovation of the Ben Bones room as a hybrid meeting space?

**Motion:** Ms. Samson moved to approve the expenditure of \$10,000 from the Grants Pass maintenance fund to complete the renovation of the Ben Bones room as a hybrid meeting space. Ms. Aguilera seconded. The motion passed unanimously.

- Because there are so many new employees, Ms. Lasky suggests skipping the employee engagement survey this year. Board agreed by consensus.

**Financial report.** Ms. Hay reviewed the August Financial Statement memo dated August 31, 2021. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement

through July 2021, the Profit & Loss statement for grants through August 2021, and the Balance Sheet as of August 31, 2021.

### **ACTION ITEMS**

**First reading: Operations Policy.** The board reviewed Operations Policy 3-2-2, Donated and Gifted Materials (revised). Revisions are being suggested since we no longer accept book and gifted materials donations. Ms. Singer explained that “as room allows” was left in so that the rural branches have the capacity to make the decision on their own.

### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that Grant Medley is retiring from the library foundation board and Jason Mackey will take his place as board treasurer.

Sue Beacham, longtime bookkeeper of the library is retiring.

The Community Development Block Grant application is in “technical review” status.

\$113,000 was raised by over 100 donors during the New Chapters crowdfund to support the renovation of Illinois Valley branch.

**Facilities Oversight Task Force.** Ms. Samson reported that the next step in the process is to get the Community Development Block Grant for the Illinois Valley branch renovation.

### **ANNOUNCEMENTS**

**Comments from board members.**

### **EXECUTIVE SESSION**

Mr. Fahey moved the board into executive session at 6:30 pm. The board moved out of executive session at 6:56 pm.

**CALL TO ORDER.** President Mr. Fahey called the regular board meeting back to order at 6:56 pm.

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

### **ADJOURNMENT**

The meeting adjourned at 7:02 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District