**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

**Guests:** Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix, Jackson County Library Social Services Manager Mehmood Madha

**CALL TO ORDER.** Mr. Fahey called the meeting to order at 5:32 pm.

**GUEST PRESENTATION**

**Jackson County Library Social Services Manager.** Mehmood Madha presented about his work in social services and public safety at Jackson County Library Services.

Services offered include expert referral and one-on-one assistance with housing and voucher programs, legal advocacy, signing up for OHP, and more.

**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.

* **September 15 minutes**
* **September 22 minutes**
* **Resolution 2022-009 Policy 3-2-2**

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

**Annexation petition**. The board reviewed three new annexation petitions from Carlton Harvey and Rebecca Cobb, Julia and Aurora Menkee, Kevin and Constance Marr.

***Motion:*** Ms. Samson moved to authorize Mr. Fahey to endorse the annexation petition for Sarah Mayer, Mona Staehr, Malcolm Drake, Jill Spangenberg, Geraldine Ventura. Ms. Selvig seconded. The motion passed.

**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 October 20, 2021. The following are highlights:

* Ms. Lasky is collecting feedback about the first of the cultural competence courses taken by staff.
* Ms. Lasky is requesting a motion for a grant funding process for hotspots to lend out.
***Motion:*** Ms. Samson moved to accept the contract for $75,000 for hotspots from the FCC on the condition that the library is approved for the grant. Ms. Aguilera seconded. The motion passed unanimously.
* ***Motion:*** Ms. Samson moved to authorize the expense of $5,000 for Ed Tech Strategies E-rate consulting. Ms. Selvig seconded. The motion passed unanimously.
* The library reopened for Grab & Go service during regular operating hours on Tuesday, October 19.
* Spanish language radio and print ads about library services are now circulating in southern Oregon
* Staff is working hard to represent diverse groups in programming, displays, and website content
* The library is planning a robust civic engagement program that will launch in March called the Common Good Project.
* Emergency Preparedness classes in partnership with Josephine County Emergency Management will be resuming soon.

**Financial report.** Ms. Hay reviewed the September Financial Statement memo dated September 30, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through September 2021, the Profit & Loss statement for grants through September 2021, and the Balance Sheet as of September 31, 2021.

**ACTION ITEMS**

**Authorization of website maintenance contract.** The board reviewed the new contract with web developer Mark Wyner.

**First Reading: Personnel Policy.** The board reviewed Policy 4-2-4. Eligibility of Employment

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** The capital campaign committee has begun meeting.

The year-end drive begins November 22 and will go through the end of December.

The foundation board has formally approved the purchase of a property in Williams to build a new library.

The first library foundation newsletter went out to donors in October.

**Facilities Oversight Task Force.** Ms. Samson reported that FOTF is waiting to receive ARPA funding to make the purchase of the property in Williams.

The CDBG application has been submitted.

**ANNOUNCEMENTS**

**Comments from board members.** Ms. Samsonshared that sheloves the stories from staff in board packets.

Ms. Aguilera shared that it would be great to see ELL classes offered through the library to Spanish speaking community members.

**Date and agenda items for next meeting.** Mr. Fahey announced that the next regular virtual meeting will be at 5:30 pm on Wednesday, November 17.

**ADJOURNMENT**

The meeting adjourned at 7:11 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky

Josephine Community Library District