

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, December 15, 2021, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #857 7456 4640

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

Members absent: None

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

Contractors: Communications Specialist Teresa Stover

Guests: Library Foundation Executive Director Rebecca Stoltz, Library Foundation Board Liaison Sue Cohen, Library Foundation Board Member David Mannix

CALL TO ORDER. Ms. Samson called the meeting to order at 5:33 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.

- **Minutes to the November 17, 2021 Regular Board Meeting**
- **Minutes to the December 1, 2021 Training Workshop**
- **Resolution 2022-011 Solid Waste Agency Grant**
- **Resolution 2022-012 Josephine County Economic Development Grant**

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

Public comment. There was no public comment.

Correspondence. Ms. Lasky read a letter from Nick Hale, who lives in Grants Pass, works for the Department of Forestry, and is interested in library board service. A volunteer application has been sent to him, and Ms. Lasky will send him information about board service.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated December 15, 2021. The following are highlights:

- Encouraged board to read the OLA and ALA statements against censorship in light of the increase in challenges to books and other materials in schools and libraries. JCLD has a solid collection development policy including the reconsideration of materials policy, and Ms. Lasky will keep the board posted about any local challenges.

- Although the library was approved for the FCC Emergency Connectivity Fund (ECF) grant to purchase 200 hotspots, the finish date is still June 30, and it would be difficult to deliver outcomes in six months unless there's a date extension.
- The library's branding refresh includes phasing out the "Together we..." tagline.
- There are issues around Wi-Fi access around the Williams library.
- The Wi-Fi routers purchased about two years ago are failing and will be updated.
- The library received a \$50,000 grant from the Ford Family Foundation for the Kindergarten Toolbox program which includes a Spanish outreach component.
- The Race and Society subject guide on the web and in the library, updated for November's Native American Heritage Month, were very well received.
- In March, April, and May, the library will host the "Rogue Civics" program focusing on civic engagement and including a youth component.

Financial report. Ms. Hay referred to the November 2021 Financial Statement memo dated December 15, 2021. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through November 2021, the P&L statement for Enhanced Library Services (grants) through November 2021, the P&L statement for Special Funds through November 2021, and the Balance Sheet as of November 30, 2021.

ACTION ITEMS

Second Reading: Collection Development Policy. The board held its second reading of Policy 3-2, which includes Collection Development, Donated and Gifted Materials, and Request for Reconsideration.

Motion: Ms. Samson moved to approve Resolution 2022-013 to adopt the revised policies 3-2-1 Collection Development, 3-2-2 Donated and Gifted Materials, and 3-2-3 Request for Reconsideration. Ms. Selvig seconded. The motion passed unanimously.

Draft Annual Financial Report (AFR) from Gerald Burns, CPA. This matter was tabled until the January meeting, as information is pending from the Josephine County Treasurer for the district to develop the Annual Financial Report. After the AFR is completed and submitted to the auditor, it will be filed with the Secretary of State. The deadline is December 31, and the library has received an extension.

First Reading: Contracts Policy. The board held its first reading of the revised Contracts Policy 2-8, which includes detail about small procurements, intermediate procurements, requests for proposals, and sole source procurements.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library foundation board liaison Sue Cohen reported that the end-of-year fundraising drive has raised \$33,000 as of today, which is higher than last year this time. The Daily Courier sponsored the library foundation's entry in the Courier's annual Giving Guide this past weekend. Ms. Cohen reported that Mr. Mannix is resigning from the library foundation board effective December 31. The board acknowledged Mr.

Mannix's work as liaison and his efforts for the library. Mr. Mannix thanked the board, saying it's been a fine adventure for the past 14 years, and that he appreciated everyone's efforts.

Facilities Oversight Task Force. Ms. Samson referred to the FOTF memo dated December 13, 2021. Highlights included:

- The City of Cave Junction is being awarded a \$1.5 millions Community Development Block Grant for the IV Library Renovation. The renovation is now fully funded.
- A purchase agreement addendum was signed with the owner of the Williams property to add \$5,000/month to the earnest money while awaiting funds from the State of Oregon ARPA funding to complete the purchase.
- Josephine County has awarded a \$90,000 ARPA grant for the New Williams Library Phase 1, which includes a temporary structure, Internet, plumbing, and paving.
- Possible local funding might be available for the new Grants Pass library.
- The Grants Pass branch will close this week for asbestos abatement and carpet replacement. Should be able to reopen by Tuesday, January 18.

ANNOUNCEMENTS

Comments from board members. Board members offered comments and best wishes for the holiday season.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, January 19.

ADJOURNMENT

The meeting adjourned at 6:25 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District