

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, January 19, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #885 8196 4553

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

Members absent: Pat Fahey

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

CALL TO ORDER. Ms. Samson called the meeting to order at 5:36 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.

- **Minutes to the December 15, 2021 Regular Board Meeting**
- **Annual Financial Report (AFR) from Gerald Burns, CPA**
- **Resolution 2022-014 Ford Family Foundation Grant**
- **Resolution 2022-015 Josephine Community Library Foundation Grant**
- **Resolution 2022-016 Policy 2-8 Contracts (second reading)**

Ms. Samson requested and Ms. Lasky provided an explanation of each of the items on the consent agenda. No changes were requested to the consent agenda.

Motion: Ms. Agosta moved to approve the consent agenda. Ms. Selvig 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 referred to the Library Director's Report dated January 19, 2022. The following are highlights:

- The carpet replacement project, including asbestos abatement, cost a total of \$88,000. It was funded by Josephine County Economic Development funds, Solid Waste Agency, and \$7,500 from the library's Maintenance Fund.
- The libraries are now open for full service. Nearly all patrons are wearing masks.

- The Community Development Block Grant process for the IV Library Renovation is moving forward.
- Board members were encouraged to click the “Year in Review” link on page 12 of the board packet and review recent achievements.
- The RFP for the new Williams library broadband yielded a single proposal, and the vendor has passed evaluation. In February, the contract will come to the board for approval. This project will be funded at 90 percent by the FCC E-Rate program.
- The Community Civics program will take place March, April, and May. Royal Stanley has signed on as the main sponsor at \$4,000.
- Board members were encouraged to take the residential Internet survey.
- Although the FCC Emergency Connectivity Fund approved the library’s \$70,000 proposal for loanable mobile hotspots, the library will not move forward with the project unless the completion date is extended beyond June 2022.

Financial report. Ms. Lasky reviewed the December 2021 Financial Statement memo dated January 19, 2022. Referring to the Profit & Loss Budget vs. Actual-General Fund statement through December 2021, she pointed out that with the actuals column through December 2021, the report now includes the Budget Forecast column. She also referred to the P&L statement for Enhanced Library Services (grants) through December 2021, the P&L statement for Special Funds as of December 2021, and the Balance Sheet as of December 31, 2021.

ACTION ITEMS

CDBG City of Cave Junction MOU Amendment. The board heard an update of progress on the \$1.5 million Community Development Block Grant (CDBG) for the IV Library Renovation. The board was asked to consider approving Amendment 1 to the Operating Agreement, which has already been approved by the City of Cave Junction and signed by Cave Junction Mayor Meadow Martell.

Motion: Ms. Agosta moved to approve the amendment to the Operating Agreement between the City of Cave Junction and the library district regarding the block grant for the IV Library Renovation. Ms. Selvig seconded. The motion passed unanimously.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library foundation board liaison Sue Cohen reported that the end-of-year fundraising drive was very successful. The campaign raised the most ever in a single campaign, falling short of the \$65,000 goal by just \$42. The drive sponsors were Cauble Selvig and Whittington, Edward Jones Investments, Hart Insurance, and Republic Services. Ms. Cohen said that Executive Director Rebecca Stoltz did an amazing job with communications, including social media, letters, and eblasts. The foundation is now doing “thank-you month,” in which board members are calling donors to personally thank them for supporting the libraries. The foundation corpus is now at \$2,966,000, not including the large grants coming in this year. The IV Library renovation is getting done and the new Williams library is getting started.

Facilities Oversight Task Force. Ms. Samson referred to the FOTF memo dated January 14, 2022. Highlights pointed out by Ms. Samson, Ms. Selvig, Ms. Stoltz, and Ms. Lasky included:

- Engineers reviewed the current Williams library and the existing building on the site of the property being purchased. Moving the current building to the new site is not a feasible option, while the existing building could be more easily renovated into a library building. The site plan, building feasibility, and costs from ZCS Engineering & Architecture is expected in early February and will share it with FOTF.
- Work is being done to plan and pay for broadband Internet at the site of the new Williams library, and the long lead time with the FCC E-Rate Internet funding program is driving the new Williams library schedule.

ANNOUNCEMENTS

Comments from board members. Ms. Aguilera announced that Project Youth+ moved in to its new building on Seventh Street this month. They also just hired a new bilingual community resource person and would like to introduce her to the library staff. There will be a workshop on February 9 about Project Youth+ resources and school resources. It was also announced that the ribbon-cutting for the new Boys & Girls Club in Kerby is happening soon.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:30 pm on Wednesday, February 16.

ADJOURNMENT

The meeting adjourned at 6:23 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District