

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, February 16, 2022, at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #885 8196 4553

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

**Members absent:** None

**Staff present:** Library Director Kate Lasky, 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.** Mr. Fahey called the meeting to order at 5:30 pm.

#### **STANDING ITEMS**

**Approval of agenda.** There were no changes to the agenda.

**Approval of consent agenda.** Consent agenda items were:

- **Minutes to the January 19, 2022 Regular Board Meeting**
- **Minutes to the January 26, 2022 Board Training Workshop**
- **Resolution 2022-017 Library Foundation Grant, \$20,400 for card scholarships**
- **Resolution 2022-018 Josephine County Cultural Coalition Grant, \$1,500 for Bilingual Art Projects for Kids**

Ms. Lasky briefly explained each item. No changes were requested to the consent agenda.

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

#### **Public comment.**

There was no public comment.

#### **Correspondence.**

There was no correspondence.

#### **Annexation petition review.**

The board reviewed petitions to annex properties to the library district.

**Motion:** Ms. Agosta moved to approve the annexation petitions from Joshua Duval & Tara E. Duval and John Merrill Dwyer Living Trust. Ms. Aguilera seconded. The motion passed unanimously.

## STAFF REPORTS

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated February 16, 2022. The following items were highlighted:

- Wi-Fi routers are being updated. The library foundation is providing most of the funding, but it's more expensive than originally thought. The board discussed issues of Internet privacy and confidentiality for patrons using library computers and Wi-Fi. **Motion:** Ms. Selvig moved that the library director be authorized to spend up to \$1,500 from the Grants Pass Maintenance Fund to pay the balance of router costs. Ms. Agosta seconded. The motion passed unanimously.
- Oregon Library Association (OLA) endorsed a petition to the State Library of Oregon to Break the Library Institutional Reliance on Unpaid BIPOC Labor. The board was encouraged to click the link to review the petition and its discussion.
- OLA is supporting House Bill 4092, Expanding Oregon Broadband Advisory Council.
- The library might need additional audit services if a federal single audit is required.
- The library is hosting a civics program series, "Everyday Civics" March through May. It includes in-person and online programming, children's programs, young adult/teen programs, and Spanish-language programs. Board members discussed outreach through SO Health-E, Project Youth Plus, RCC, LINC.

**Financial report.** Ms. Lasky reviewed the January 2022 Financial Statement memo dated February 16, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through January 2022, the P&L statement for Enhanced Library Services (grants) through January 2022, the P&L statement for Special Funds as of January 2022, and the Balance Sheet as of January 31, 2022. She said the library is on track to meet the budget.

**Budget officer's report.** Ms. Lasky, as the library district's budget officer, referred to the February 16, 2022 memo titled FY23 Budget Committee Recruitment and Budget Meetings. The committee roster includes all board members and five appointees. The board reviewed the dates and agenda of the Budget Committee meetings. Ms. Selvig's information will be corrected. Ms. Lasky stated all public meetings are required to provide a virtual component.

Ms. Lasky reviewed and the board discussed the Budget Assumptions and 3-Year Financial Plan Reflection memo dated February 16, 2022. They discussed assumptions for FY23 budget planning. They also discussed the three-year projection through FY25 and the impact of inflation, staffing levels, cost of living increases, health benefits, and taxes.

## ACTION ITEMS

**E-rate contracts.** Ms. Lasky and Ms. Stover presented information about Internet service agreements with Hunter Communications and the associated FCC E-Rate program grant. For high-speed Internet services in a wide area network for existing library branches, the three-year contract with Hunter is due for renewal.

**Motion:** Ms. Agosta moved to authorize Ms. Lasky to sign Addendum A to the existing Hunter Communications Service Order for one year of wide area network services to all four existing library branches. Ms. Samson seconded. The motion passed unanimously.

To establish high-speed Internet services at the site of the new Williams library, a separate contract with Hunter Communications is being negotiated.

**Motion:** Ms. Agosta moved to authorize Ms. Lasky to complete negotiations with Hunter Communications for the new Williams library broadband and, with the approval of the board president, to sign the contract. Ms. Samson seconded. The motion passed unanimously.

**Operations Policy: Loan Periods.** Ms. Lasky asked Ms. Singer to summarize the proposed changes to Operations Policy 3-6-4, Loan Periods and Renewals. The revision changes the limit of print items and DVDs to reflect current practice. It also adds a statement about provisional library cards. This is the first reading of this policy change

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Library foundation board liaison Sue Cohen reported that Finance Committee is recommending foundation board approval of funds for the new Wi-Fi routers. The foundation received the \$1.2 million grant of ARPA funding from the State of Oregon. The foundation was then able to use \$300,000 to close the purchase of the property that will be the new Williams library site. The foundation has contracted with a new bookkeeper, Cathy Cardoza. The capital campaign steering committee meets regularly.

**Facilities Oversight Task Force.** Ms. Samson and Ms. Selvig referred to the FOTF memo dated February 11, 2022. The following are highlights:

- ZCS Engineering & Architecture prepared a site analysis and estimates \$175K to renovate the building on the new Williams site. FOTF recommends moving forward with the ZCS proposal for renovating the existing building.
- Local fundraising in the Williams community will be needed to fulfill this project.
- Under development are the timeline and communications plans for building projects.

## **ANNOUNCEMENTS**

**Comments from board members.** Board members shared comments.

### **Date and agenda items for next meeting.**

Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, March 16. The next Cultural Competency workshop will be on March 23.

## **ADJOURNMENT**

The meeting adjourned at 7:10 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky  
Josephine Community Library District