

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, March 16, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #872 2282 8246

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

Members absent: Pat Fahey, Rachele Selvig

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

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 5:30 pm.

STANDING ITEMS

Approval of agenda. Ms. Lasky added a Budget Committee meeting on April 6 at 5:30 pm to the agenda calendar.

Approval of consent agenda. Consent agenda items were:

- **Minutes to the February 16, 2022 Regular Board Meeting**
- **Resolution 2022-019 JCLF grant**
- **Resolution 2022-020 OH grant**
- **Resolution 2022-021 Ops Policy**

No changes were requested to the consent agenda.

Motion: Ms. Agosta moved to approve the consent agenda. Ms. Aguilera 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 March 16, 2022. The following items were highlighted:

- The library is not going to be opening any new positions this fiscal year unless those positions are grant-funded.
- Single audits for the Community Development Block Grant will be done by the library foundation and the City of Cave Junction.
- The Everyday Civics program launched. It's a three-month program with multiple partners designed to provide opportunities to engage people in community civic life through simple activities. Two events have already taken place and they were both very well attended.
- The library district hired from within for the Technical Services Manager position. There were also two other promotions for Technical Services Coordinator and Communications Coordinator.

Financial report. Ms. Hay reviewed the February 2022 Financial Statement memo dated March 16, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through February 2022, the P&L statement for Enhanced Library Services (grants) through February 2022, the P&L statement for Special Funds as of February 2022, and the Balance Sheet as of February 28, 2022.

Motion: Ms. Agosta moved to approve the increase of spending on health insurance for staff. Ms. Aguilera seconded. The motion passed unanimously.

ACTION ITEMS

Operations Policy: patron Conduct. This is the first reading of the policy change to Policy 3-1-2 Patron Responsibilities and Rules of Conduct in response to an uptick in incidents requiring staff intervention.

Motion: Ms. Aguilera moved to approve the changes to policy 3-1-2. Ms. Agosta seconded. The motion passed unanimously.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library foundation board liaison Sue Cohen reported the library foundation's development committee have been working on ideas to raise the additional funding for the Williams Branch renovation project.

Facilities Oversight Task Force.

- Foundation and district board members and the foundation's steering committee members are meeting at the library on Saturday, March 19 at noon to carpool to see the new property.
- District and foundation directors, district Williams branch manager, and maintenance coordinator will meet with the previous property owner at the new site to walk

through the property and discuss land maintenance. District staff is providing foundation with support on landscaping needs of the property.

- District and foundation directors and grant administrator are developing a project and communications plan for the Illinois Valley and Williams building projects.
- The City of Cave Junction has appointed Teresa Stover of Stover Writing Services to be the CDBG grants administrator for the Illinois Valley remodel project.

ANNOUNCEMENTS

Comments from board members. Board members shared comments.

Date and agenda items for next meeting.

The next regular meeting will be at 5:30 pm on Wednesday, April 20. The next Cultural Competency workshop will be on March 23.

ADJOURNMENT

The meeting adjourned at 6:17 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District