

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, May 18, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #860 8798 6075
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

Members present: Pat Fahey, Laurel Samson, Rachele Selvig

Members absent: Brenda Aguilera, Gina Marie Agosta

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

Contractors: Financial Advisor Gerald Burns, 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 5:38 pm.

STANDING ITEMS

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

Approval of consent agenda. There were no changes to the consent agenda, which included:

- **Minutes to the April 8, 2022:** Budget Committee Meeting
- **Minutes to the April 20, 2022:** Regular Board Meeting
- **Resolution 2022-024:** Personnel Policy 4-4-2 Travel Reimbursement Guidelines
- **Resolution 2022-025:** Operations Policy 3-6-1 Library Cards Eligibility and 3-6-2 Library Card Registration
- **Resolution 2022-026:** Operations Policy 3-4-4 Bulletin Boards

Motion: Ms. Samson 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.

Annexation petition review.

The board reviewed a petition to annex a property to the library district.

Motion: Ms. Samson moved to approve the annexation petition from Shirley Merrill.
Ms. Selvig seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky highlighted the May 18, 2022 Library Director's Report:

- Representing the district board, Ms. Samson attended Sunday's volunteer appreciation event, the first one in two years.
- Hired a part-time Spanish-language intern, with funding from Ford Family Foundation and partnering with Project Youth+ for the Kindergarten Toolbox program. Another student has been hired for bilingual storytime and is funded by Project Youth+.
- Hosted Civics in Spanish two weeks ago.
- Recruited a new trilingual volunteer who wants to offer English Language Learning.
- After the Cultural Competency course is completed, the library's next professional development opportunity will be on the First Amendment and Intellectual Freedom.
- Purchased a new service, Ebsco Core Collections, which identifies core classics.
- Continue to work on the effort to update the routers at all four branches.
- Would like to purchase the Polaris ILS translation license, which exceeds the director's spending authority, adding to the regular annual Polaris cost of \$31,000.
Motion: Ms. Samson moved to approve the Polaris ILS translation license for \$5,310. Ms. Selvig seconded. The motion passed unanimously.
- Four library district leaders have submitted a memo to Special Districts Association of Oregon (SDAO) regarding legislation of district board member attendance standards.
Motion: Ms. Samson moved to endorse the codification of attendance standards for Oregon Special Library Districts. Ms. Selvig second. The motion passed unanimously.

Financial report. Ms. Hay reviewed the April 2022 Financial Statement memo dated May 18, 2022, highlighting corporate registration, scholarships, foundation reimbursements, tax receipts, nonresident card fees, collection, special contracts, and grant revenue. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through April 2022, the P&L statement for Enhanced Library Services (grants) through April 2022, the P&L statement for Special Funds as of April 2022, and the Balance Sheet as of April 30, 2022.

ACTION ITEMS

FY22-23 Budget Hearing. The board referenced the FY 2022-23 Budget Message and FY23 Budget approved by the JCLD Budget Committee on April 8, 2022.

Mr. Fahey opened the Budget Hearing at 6:08 pm and invited public comment. With no comment from the public or the board, Mr. Fahey closed the Budget Hearing at 6:09 pm.

FY22-23 Budget and Appropriations. Mr. Fahey invited board discussion of the FY23 budget.

Motion: Ms. Samson moved to approve Resolution 2022-022 to adopt the FY23 budget and make appropriations for FY23. Ms. Selvig seconded. The motion passed unanimously.

FY22-23 Tax Rate. Mr. Fahey invited board discussion of the FY23 tax rate.

Motion: Ms. Samson moved to approve Resolution 2022-023 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY23. Ms. Selvig seconded. The motion passed unanimously.

New Williams Library project endorsement. Ms. Lasky presented the project charter, including the scope statement, monitoring, roles and responsibilities, milestones, and budget. ZCS has reviewed the schedule and budget expenses. Ms. Stoltz detailed budget fundraising revenue. The library foundation board will vote on the charter next week.

Motion: Ms. Samson moved to endorse the New Williams Library project charter agreement. Ms. Selvig seconded. The motion passed unanimously.

Operations Policy: Community Resource Database, First Reading. Ms. Lasky and Ms. Singer summarized the draft Operations Policy 3-4-10, Community Information Database. The language of the new policy aligns with the Library Bill of Rights, the First Amendment, and Operations Policy 3-4-4 Bulletin Boards. The board discussed the Inclusion Criteria. No edits were suggested during this first reading. Second reading will be at the June board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library Foundation Board Liaison Sue Cohen reported that the Spring Drive is at \$25,000 toward its \$35,000 goal. She encouraged those who have not already donated to do so by May 31. Ms. Cohen reported that the Capital Campaign Steering Committee, under Mr. Fahey's leadership, is meeting with potential major donors for the building projects. Fundraising for the New Williams Library will take place throughout June, including a special event on June 4. Ms. Stoltz added that there will also be several community open houses throughout June. All board members will receive invitations.

Facilities Oversight Task Force. Ms. Samson and Ms. Selvig referred to the FOTF memo dated May 13, 2022. A new window was installed in the Wolf Creek branch manager office, and a land survey in Williams has been completed. Ms. Stover gave an update on the Illinois Valley Library Renovation, especially the RFP for bids from architectural/engineering firms.

ANNOUNCEMENTS

Comments from board members. Board members shared comments.

Date and agenda items for next meeting.

Mr. Fahey announced that the next board meeting will be at 5:30 pm on Wednesday, June 15. The next Cultural Competency workshop will be on June 8. Both will be over Zoom.

ADJOURNMENT

The meeting adjourned at 7:06 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District