

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, June 15, 2022, at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #838 5298 0868

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

**Members absent:** none

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

**Guests:** Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Sue Cohen

**CALL TO ORDER.** Ms. Agosta called the meeting to order at 5:35 pm.

### **STANDING ITEMS**

**Approval of agenda.** No changes were made.

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

- **April 20 minutes**
- **May 18 minutes**
- **Resolution 027: Community Database**

No changes were requested to the consent agenda.

**Motion:** Mr. Fahey 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 June 15, 2022. The following items were highlighted:

- The 2022 Summer Reading Program launched with continued partnership with the Grants Pass Daily Courier to run weekly ads during the program.
- The first session of the Kindergarten Toolbox program was a success. All families who signed up never missed more than one class.
  - Communications Manager Brandace Rojo had her 4-year-old daughter enrolled in the 6-week session and shared the following with library district board members: "The weekly books and materials that kids and parents got to take home are extreme useful and thoughtful. My daughter is excited to practice her "homework"

and uses everything daily. Her already large appetite for books has grown and she is now able to recognize and even write several letters. She is most excited to learn how to spell her name and learn how to read after this session.

She signed up for the Kindergarten Toolbox session with two other kids from her daycare and their daycare provider now uses the materials we were given so they can practice at daycare together.

It was great to see the kids bond a little bit more during each class of the 6-week session.”

- A request for reconsideration for the book “The Truth About COVID-19” by Joseph
- The library tabled at the annual Frog-O-Faire celebration for children and families and provided book giveaways.
- Two employees received the American Library Association grant to attend the annual Feria Internacional del Libro de Guadalajara. At this international book fair in December, books will be purchased for all age groups and genres that are published in Spanish.
- The Everyday Civics program has been condensed and turned into a perennial subject guide on the library website.
- The final cultural competence session is July 27 in person at 2 pm at Grants Pass branch for library staff, board members, and community stakeholders.
- Public Services Director Norma Singer is retiring after 12 years. Previous Illinois Valley Branch Manager Roberta Lee was promoted to Branch Services Manager.
- There is a job opening for the maintenance coordinator position. The library district is currently paying for a cleaning service in the interim.

**Financial report.** Ms. Hay reviewed the May 2022 Financial Statement memo dated June 15, 2022. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 2022, the P&L statement for Enhanced Library Services (grants) through May 2022, the P&L statement for Special Funds as of May 2022, and the Balance Sheet as of May 30, 2022.

- Ms. Hay proposed a cost of living of 2.5% increase for all employees.
  - Mr. Fahey suggested taking a look at what cost of living increases have been and to consider reevaluating the amount. Discussion led to approve a 5% increase for all staff for FY22-23

**Motion:** Mr. Fahey moved to approve 5% COLA for FY22-23. Ms. Aguilera seconded. The motion passed unanimously.

- Ms. Hay asked for a discussion about 3% annual merit-based increase. Ms. Selvig asked if library staff likes that system. Ms. Lasky asked library management who was present at the meeting to share their experience. The board decided to offer up to a 3% increase for merit-based increases based on performance review for FY22-23.

**Motion:** Mr. Fahey moved to approve 3% for merit-based increase for employees based on annual performance reviews in FY22-23. Ms. Selvig seconded. The motion passed unanimously.

- Ms. Hay requested the purchase of two more AEDs which exceeds the library directors spending authority.

**Motion:** Ms. Samson moved to approve the purchase of two additional AEDs. Mr. Fahey seconded. The motion passed unanimously.

## **ACTION ITEMS**

### **Operations Policy: Employee Status**

This is the first reading of the policy change to Policy 4-2-1.

### **Operations Policy: Vacation Status.**

This is the first reading of the policy change to Policy 4-5-3.

### **Operations Policy: Holiday Status.**

This is the first reading of the policy change to Policy 4-5-2. Ms. Lasky explained that currently when a holiday falls on a day that staff members don't normally work, they can float that holiday during the same pay period as long as they are part-time or full-time employees. The policy now reflects that. Ms. Selvig suggested a bit more clarification so that staff knows they can't bank hours for later use.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Stoltz and Ms. Cohen provided the following updates:

- A bookkeeper was finally hired.
- \$53,000 has been raised towards the Williams branch project. There is also a \$70,000 match.
- There was an open house at the new Williams branch and another on Saturday, June 18.

**Facilities Oversight Task Force.** Ms. Samson provided the following updates:

- A scope of work for a general contractor is being developed in Williams.
- Plumber needed to determine where septic line runs in Williams.
- The Illinois Valley branch is having an issue with outdoor water spigot, which will be resolved in the coming month.

## **ANNOUNCEMENTS**

**Comments from board members.** Ms. Aguilera shared about Spanish parent group at the library.

**Date and agenda items for next meeting.** July 20 at 5:30 pm

## **ADJOURNMENT**

The meeting adjourned at 6:47 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District