

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, July 20, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #800 1403 1361
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: None

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

Contractors: Grants Administrator Teresa Stover

Partner: Library Foundation Executive Director Rebecca Stoltz,

CALL TO ORDER. Vice President Laurel Samson called the meeting to order at 5:33 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items were:

- **Minutes:** June 15 Regular Board Meeting
- **Resolution 2023-004:** Personnel Policy 4-2-1, Employee Status
- **Resolution 2023-005:** Personnel Policy 4-5-2, Sick Leave
- **Resolution 2023-006:** Personnel Policy 4-5-3, Holidays
- **Resolution 2023-001:** LGIP

Ms. Lasky gave a synopsis of each item. 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.

Annexation petition review. The board reviewed a petition to annex a property to the district.

Motion: Ms. Agosta moved to approve the annexation petition from Ray Swift and Daniel Dalegowski of 2930 West Side Road in Cave Junction. Ms. Aguilera seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated July 20, 2022, highlighting the following items:

- The library district has been invited to participate in a Smart and Connected Communities planning grant from the National Science Foundation.
Consensus: The board agreed by consensus to endorse the district's participation in Phase One of the NSF planning grant to assess community needs.
- The library is launching a Health & Wellness series next month.
- Josephine County and the library are featured in a new Simon & Schuster book by Stanford law professor Michelle Anderson titled "The Fight to Save the Town." The book deals with defunded rural communities. The library will host the author and panel discussion in November. Encourage all to read the book.
- New library card registrations are at pre-pandemic highs. The staff are very busy, especially with Summer Reading Program, which now has 650 registrations.
- The interlibrary loan program had its soft launch in the past couple months.
- Millie Roach (Connie Roach's mother) donated a stereoscope and 200 stereo cards, and it's been added to the Library of Things, as the first LOT reference item.
- Two new servers will need to be replaced this fiscal year. This will cost \$13,000 or 33 percent more than budgeted, so might need to use contingency. This won't require a supplemental budget, but projections will be updated.
- All board members should take their second Cultural Intelligence test before July 21, in preparation for the final Cultural Competency training session to be held July 27.
- Nolan has been working on the core collection project. The math and astronomy collections circulate very well.

Financial report.

Ms. Hay announced that to qualify for discounts, the Special Districts Insurance Services (SDIS) requires two board members to take a board leadership training and for all five board members to complete the Board Practices Assessment, both by the end of August. The training and assessment are available on SDAO.com.

Action: Ms. Aguilera and Ms. Selvig volunteered to take the board leadership training.

Ms. Hay reviewed the June 2022 Financial Statement memo dated July 20, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through June 2022, the P&L statement for Enhanced Library Services (grants) through June 2022, the P&L statement for Special Funds as of June 2022, and the Balance Sheet as of June 30, 2022.

ANNUAL MEETING

FY23 election of President and Vice President. Ms. Selvig volunteered to be nominated as president, and Ms. Agosta volunteered to be nominated as vice president.

Motion: Ms. Aguilera moved to pass Resolution 2023-002 to elect Ms. Selvig as President Ms. Samson seconded. The motion passed unanimously.

Ms. Aguilera moved to pass Resolution 2023-002 to elect Ms. Agosta as Vice President. Ms. Samson seconded. The motion passed unanimously.

At this point, Ms. Samson handed the meeting to newly elected President Selvig.

Bank signers. The board was reminded that per bylaws, the President, Vice President, a board member at large, and the library director are designated as bank signers. Therefore, newly elected Vice President Agosta will be added and past president Fahey will be removed.

Motion: Ms. Aguilera moved to accept Resolution 2023-003 which designates Rachele Selvig, Gina Marie Agosta, Laurel Samson, and Kate Lasky as bank signers. Ms. Samson seconded. The motion passed unanimously.

FY23 meeting date and time. The board discussed that the current board meeting date and time is the third Wednesday of each month, and said it continues to work for them.

Motion: Ms. Agosta moved to set the third Wednesday of each month at 5:30 as the regular board meeting date and time. Ms. Samson seconded. The motion passed unanimously.

ACTION ITEMS

First reading: Operations Policy 3-2-4 Interlibrary Loan. The board held its first reading of this new policy. The board suggested no changes.

First reading: Personnel Policy 4-7-9 Drugs and Alcohol. The board held its first reading of this new policy. The board suggested no changes.

Library director annual evaluation process. The board discussed the annual evaluation, which is due on the hire date of October 9. Ms. Samson and Mr. Fahey have led this effort in past years and have a system in place. The process takes about two months.

Action: Ms. Selvig will ask Mr. Fahey to coordinate this year's evaluation process.

BOARD MEMBER REPORTS

Library Foundation liaison report. JCLF Executive Director Rebecca Stoltz gave the liaison report. The New Williams Library fundraising drive had a goal of \$133,000 and it was exceeded with \$140,400, with 68 donors including 33 new donors from the Williams area. She pointed out that the library has raised \$3 million over the past year to fully fund the IV Library Renovation and the New Williams Library.

Facilities Oversight Task Force. Ms. Samson and Ms. Selvig referred to the FOTF memo dated July 8, 2022, highlighting the following:

- New Williams Library. Staff have been working with comments from the community. The library has hired Concierge for weekly patrols. Staff will contact the Watermaster about water rights and irrigation rules. Staff will establish monthly listening sessions at the Williams Grange with library leaders including board members.

Ms. Stoltz referred to the New Williams Library Update memo dated July 7, 2022. She

said the permit application will be submitted to Josephine County soon, and a Scope of Work/RFP will be posted in August for a general contractor.

- Signs regarding proper conduct on library property are being ordered for all four branches. Ms. Aguilera recommended that the signs be in both English and Spanish.
- Illinois Valley Renovation. The Request for Proposals was issued today for architectural and engineering services, with a deadline of August 9.

ANNOUNCEMENTS

Comments from board members.

Ms. Aguilera shared about the Josephine County Latino parent group now meeting at the library. She also signed up her grandchildren for the Kindergarten Toolbox program.

Ms. Selvig shared her appreciation for the library's displays on Disability Rights Month. She said that the Equity Project of Josephine County is showing the film *Crip Camp* at Newman United Methodist Church Thursday evening. There might also be a documentary about the local Flores family, and that might be a part of the film series.

Mr. Fahey shared that Tuesdays are his grandson's day at the library, so they come together.

Ms. Lasky and Ms. Singer shared about the Jackson County library board meeting that took place earlier this afternoon.

Date and agenda items for next meeting.

Ms. Selvig reminded the board of the Cultural Competencies training on July 27 in person and to take the post-assessment by tomorrow.

The next regular board meeting will be at 5:30 pm on Wednesday, August 17.

ADJOURNMENT

The meeting adjourned at 7:10 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District