

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, August 17, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #831 346 1890
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, Business Manager Kedron Hay, Technical Services Manager Nolen Guerrero, Communications & Partnership Manager Brandace Rojo

Contractors: Grants Administrator Teresa Stover

Partner: Library Foundation Liaison Shad Shriver

CALL TO ORDER. President Rachele Selvig called the meeting to order at 5:32 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items were:

- **July 21 minutes**
Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.
- **Resolution 2023-007 Kiwanis Grant**
Motion: Mr. Fahey moved to approve the consent agenda. Ms. Samson seconded. The motion passed unanimously.
- **Resolution 2023-008 OPFA Sponsor**
Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.
- **Resolution 2023-009 Policy 4-7-9**
Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. The motion passed unanimously.
- **Resolution 2023-010 Policy 3-2-4**
Motion: Ms. Agosta moved to approve the consent agenda. Mr. 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. Samson moved to approve the annexation petition from Rowan, Jacqueline & Labelle, Raymond S. Mr. Fahey seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated August 17, 2022, highlighting the following items:

- Ms. Lasky let the board of directors know that library staff is planning on doing staff and patron surveys this fiscal year. She is requesting approval
Motion: Mr. Fahey moved to authorize Ms. Lasky to sign a contract with Coraggio Group to facilitate a staff and patron survey up to \$10,000. Ms. Samson seconded. The motion passed unanimously.
- Intellectual Freedom contract
Motion: Mr. Fahey moved to authorize Ms. Lasky to sign a contract for Intellectual Freedom with Dr. Carrie Gardner for staff training, up to \$6,000. Ms. Samson seconded. The motion passed unanimously.
- About 650 participants registered for the 2022 Summer Reading Program and logged about 240,000 minutes read. This is double the participation from 2021.
- There was a dumpster fire at the Illinois Valley branch.
- Ms. Lasky shared the challenge and success that library staff in Grants Pass had to turn away about 100 people from the Bugs-R-Us program in July. This shows how much a new building with a larger meeting area is needed.
- Ms. Lasky shared that Communications & Partnership Manager Brandace Rojo is the incoming president elect of Oregon Library Association's REFORMA committee.

Financial report.

Ms. Hay reviewed the July 2022 Financial Statement memo dated August 17, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through July 2022, the P&L statement for Enhanced Library Services (grants) through July 2022, the P&L statement for Special Funds as of July 2022, and the Balance Sheet as of July 31, 2022.

Annual report.

Ms. Lasky referred to page 25 of the board packet titled FY 2021-22 Annual Report. The following are highlights:

- Every August, the library director presents the board of directors a statistical report for the previous fiscal year measured against the strategic plan.
- Basic needs, diverse perspectives, civic engagement, library systems are the focus areas of the current strategic plan.
- The circulation turnover rate went down during COVID and is now starting to make its way up to the goal of 2.5%.
- Database usage historically does well when they it is coupled with programming or campaigns.
- The Kindergarten Toolbox program grant-funded by Ford Family Foundation remains one of the most popular early literacy programs.
- AllCare Health funded to renovation of the meeting room at the Grants Pass branch including the purchase of hybrid meeting technology.
- 90,450 books have been mailed out to over 4,000 children in Josephine County since 2018 through Dolly Parton's Imagination Library.

ACTION ITEMS

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

First reading: Operations Policy 3-3-3 Social Software. The board held its first reading of this new policy. The board suggested no changes.

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

BOARD MEMBER REPORTS

Library Foundation liaison report. JCLF liaison Shad Shriver reported is submitting several grant applications towards renovation and building projects in Williams and Grants Pass.

Facilities Oversight Task Force. Ms. Stover referred to the FOTF memo dated August 12, 2022 on page 46, highlighting the following:

- ZCS architects joined the most recent meeting and went through the drawings with the group for feedback on final revisions. The permit application will be submitted to the county this week.
- Ms. Lasky and Williams Branch Manager Ms. Guient selected finishes and colors for the new branch today.
- The RFP process for the Illinois Valley architectural portion of the project is almost complete. A selection will be made next week.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, September 21.

ADJOURNMENT

The meeting adjourned at 6:59 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District