

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, September 21, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #857 2996 7094
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: none

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

Contractors: Grants Administrator Teresa Stover

Partner: Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Sara Katz

CALL TO ORDER. President Rachele Selvig called the meeting to order at 5:34 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items were:

- August 17 minutes
- Resolution 2023-012 Policy 3-2-3
- Resolution 2023-012 Policy 3-3-3
- Resolution 2023-012 Policy 3-4-2
- Resolution 2023-014 City of CJ CDBG

Motion: Ms. Aguilera moved to approve the consent agenda. Mr. Fahey seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

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

Motion: Ms. Aguilera moved to approve the annexation petitions from Aaron Howard & Jennifer Folkerts and Laura Slowiskoski. Ms. Agosta seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated September 21, 2022, highlighting the following items:

- Ms. Lasky shared that at the Grants Pass branch about 160 light bulbs are currently out. The cost is \$6235 to repair. \$7250 for LED.
 - **Motion:** Ms. Aguilera moved to approve the expenditure of up to \$7250 to replace light bulbs at the Grants Pass branch. Mr. Fahey seconded. The motion passed unanimously.
- Ms. Lasky shared all of the trouble with the trolley car on the property at the new Williams branch including cost of repairs needed, cost of upkeep, ADA appliance, windows being broken by the unhoused, and biohazardous waste. Library district board members discussed whether or not they want to keep it on the property or not.
 - **Motion:** Mr. Fahey moved to remove the trolley from the new Williams branch. Ms. Aguilera seconded. The motion passed unanimously.
- The board of directors must each have their own library email address in case of public record requests.
 - **Motion:** Ms. Agosta moved to create individual board member email accounts. Mr. Fahey seconded. The motion passed unanimously.
- The operations manager job description has been posted.
- The business manager position will not be posted until systems and efficiencies can be set over the next few months for accounting.
- The Williams branch has been receiving a lot of complaints from community members regarding disruptive and illegal behavior in the parking lot at the current branch. Ms. Lasky is working with law enforcement to start a neighborhood watch group.
- Next Up Oregon provided a program for teens on Voter Registration Day at the Grants Pass branch with a cameo from Secretary of State Shemia Fagan.

Financial report.

Ms. Lasky reviewed the August 2022 Financial Statement memo dated September 21, 2022. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through August 2022, the P&L statement for Enhanced Library Services (grants) through August 2022, the P&L statement for Special Funds as of August 2022, and the Balance Sheet as of August 31, 2022.

Grants Administration.

Ms. Stover reported on the current status of library district grants referring to the grant update memo on page 25 dated September 21, 2022.

ACTION ITEMS

First reading: Personnel Policy 4-5-1 Vacation. The board held its first reading of this new policy. The board suggested no changes.

First reading: Personnel Policy 4-3-2 Health Insurance Benefits. The board held its first reading of this new policy. The board suggested no changes.

BOARD MEMBER REPORTS

Library Foundation liaison report. JCLF liaison Sara Katz reported that next month the library foundation board will be electing officers. They are currently looking for new board members and someone to serve as the board treasurer.

New board members include Bob Brooks and Denise Kalic.

JCLF received over \$18,000 from a fund designed to support libraries.

The library foundation is currently recruiting for a 20-hr per week assistant to help with administrative tasks.

Facilities Oversight Task Force. Ms. Selvig highlighted the following:

- At the last meeting the group discussed the parking lot at the Williams branch and the trolley issue.

Ms. Stoltz reported that the increase in the size of the parking lot changes the scope of work and the budget by \$35,000.

- **Motion:** Ms. Agosta moved to approve the increase in the size of the parking lot for the New Williams Library Project. Mr. Fahey seconded. The motion passed unanimously.

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, October 19.

ADJOURNMENT

The meeting adjourned at 7:03 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District