

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, October 19, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #896 3685 4164
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: Brenda Aguilera

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

Partners: Library Foundation Executive Director Rebecca Stoltz, Steve Swearingen

Public: R.Hacker

CALL TO ORDER. President Rachele Selvig called the meeting to order at 542 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items were:

- **September 21 minutes**
- **Resolution 2023-013 Policy 4-3-2**
- **Resolution 2023-014 Policy 4-5-1**
- **Resolution 2023-015 Roundhouse Grant**

Motion: Ms. Agosta moved to approve the consent agenda. Ms. Samson seconded. The motion passed unanimously.

Public comment. There were no public comments

Correspondence. There was no correspondence.

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

Motion: Ms. Agosta moved to approve the annexation petitions from Nigel Shaw and Jon K. & Patricia G Hoel. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated October 19, 2022, highlighting the following items:

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Motion: Ms. Samson moved to approve an additional \$1,930 expenditure for the LED

light bulb replacement project at the Grants Pass branch. Ms. Agosta seconded. The motion passed unanimously.

- Ms. Lasky shared that the library district is switching the retirement for staff to a 401K beginning January 2023.

Motion: Ms. Samson moved to approve switching library staff from a Simple IRA to a 401K plan. Ms. Agosta seconded. The motion passed unanimously.

- Ms. Lasky discussed the transfer of the current Williams branch with the superintendent of Three Rivers School District. Ms. Lasky is requesting approval for a Memorandum of Understanding (MOU) with the school district regarding the transfer of property and timeline. Ms. Selvig suggested leaving any specific dates out due to supply chain issues in construction and the effect that could have on the library district's ability to move into the new library building on time.

Motion: Ms. Agosta moved to approve an MOU between the library and Three Rivers School District regarding the transfer of property and timeline. Ms. Samson seconded. The motion passed unanimously.

- The library is hosting "The Fight to Save the Town" virtual lunch and learn program on Friday, November 4 with author Michelle Wilde Anderson and community leaders to discuss the chapter in her book about Josephine County.
- The annual report is being designed by Studio Moddison and should be available to be published by next month's board meeting.
- Starting in November 2022, monthly budget reports will be generated straight from the accounting system.

Financial report.

Ms. Lasky reviewed the September 2022 Financial Statement memo dated October 19, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through September 2022, the P&L statement for Enhanced Library Services (grants) through September 2022, the P&L statement for Special Funds as of September 2022, and the Balance Sheet as of September 30, 2022.

Grants Administration.

Ms. Stover reported on the current status of library district grants referring to the grant update memo dated October 19, 2022.

ACTION ITEMS

First reading: Operations Policy 3-1-2 Patron Conduct. The board held its first reading of this new policy. The board suggested no changes.

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

First reading: Operations Policy 3-4-11 Parking Lot Use. The board held its first reading of this new policy. The board suggested no changes.

BOARD MEMBER REPORTS

Library Foundation liaison report. JCLF liaison Steve Swearingen reported that Jason Maki has resigned from the foundation board due to time constraints.

The scope for the new Williams library parking lot has been approved.

The trolley on the new Williams property is going to be removed from the property.

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

- Ms. Stoltz reported that the nonfunctioning vehicle on the property at the new Williams branch has been towed.
- Ms. Stover reported that the district and the foundation had their first meeting with ZCS Architect and Engineering about the Illinois Valley renovation.
- The Williams Community Listening Sessions begin tomorrow, October 20, and will be held monthly at the Grange in Williams.

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, November 16.

ADJOURNMENT

The meeting adjourned at 6:38 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District