

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, November 16, 2022, at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #849 4696 9437  
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

**Members absent:** Gina Marie Agosta,

**Staff present:** Library Director Kate Lasky, Public Services Director Norma Singer, Communications & Partnership Manager Brandace Rojo, Operations Manager Kirsten Edwards

**Contractors:** Grants Administrator Teresa Stover

**Partners:** Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation liaison Randy Richardson

**Public:** none

**CALL TO ORDER.** President Rachele Selvig called the meeting to order at 5:42 pm.

#### STANDING ITEMS

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

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

- **October 19 minutes**
- **Resolution 2023-016 Policy 3-1-2**
- **Resolution 2023-017 Policy 3-3-2**  
Approved and strike the sentence of section H.
- **Resolution 2023-019 JCLF Grant**  
*Motion:* Mr. Fahey 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 six petitions to annex property to the district.

*Motion:* Mr. Fahey moved to approve the annexation petitions from Madone Grey, Susanne Muszala, David M Stone, Beth Peterson, Donna Robinson, and Julia Raneri. Ms. Samson seconded. The motion passed unanimously.

#### STAFF REPORTS

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated November 16, 2022, highlighting the following items:

- Ms. Lasky showed board members how to check their new library email addresses.

- Ms. Agosta will start sharing her findings from reconciliation of the budget during each board meeting
- Library employees were switched from a Simple IRA to a 401K.
- Mr. Fahey opened a discussion about different options for retirement matches for employees. With the 401K plan, changes can be made for matching fund percentages at any time. Mr. Fahey asked how many employees take advantage of the retirement match. Ms. Lasky shared that all permanent employees take advantage of that benefit.
- There is a volunteer appreciation party on Saturday, December 3 at the Grants Pass branch at 5 pm. Board members are encouraged to go.
- Ms. Selvig attended the Four Way Community Foundation community celebration with other library folks. The keynote speaker was Michelle Wilde Anderson who wrote the book “The Fight to Save the Town” featuring findings from Josephine County.
- Library staff is working on updating bib records for Spanish titles so that the language is correct.
- A new patron survey is going to be postponed so that it aligns better with the next library strategic planning session in 2023.
- A new server has been installed for the library system.
- The Youth Service Librarian is now part of the Intellectual Freedom Committee for Oregon Library Association.

#### **Financial report.**

Ms. Lasky reviewed the October 2022 Financial Statement memo dated November 16, 2022. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through October 2022, the P&L statement for Enhanced Library Services (grants) through October 2022, the P&L statement for Special Funds as of October 2022, and the Balance Sheet as of October 31, 2022.

#### **Grants Administration.**

Ms. Stover reported on the status of library district grants referring to the grant update memo dated November 16, 2022.

#### **ACTION ITEMS**

**Second reading: Parking Lot Use Policy 3-4-11.** The board held its second reading of this new policy and suggested edits to the wording.

**Library director evaluation process.** Ms. Selvig opened a discussion about the process for the library director’s annual evaluation.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Richardson shared that the fall fundraising drive will kick off just after Thanksgiving with an internal goal of raising \$75,000.

The library foundation continues to recruit new board members and is looking for folks to join who can represent the rural communities like Cave Junction and Williams.

Ms. Stoltz shared that the library Foundation was just granted a \$250,000 capstone gift to be used in a community match campaign for the purchase of property for the new Grants Pass library.

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

- The contract between the City of Cave Junction and ZCS Engineering & Architecture was executed on October 4. ZCS will handle design, engineering, and construction administration for the Cave Junction renovation project.
- The Request for Proposals (RFP) for the general contractor is under development and is expected to be published and distributed in February after the county building permit is approved. After a four-week bid period, proposals will be evaluated. Selection and contract negotiation will finish in late April.
- Construction is estimated to be completed at the new Williams branch by the end of June 2023. The library plan on spending July moving from the old branch to the new branch.

## **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, December 21.

## **ADJOURNMENT**

The meeting adjourned at 7:00 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District