

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Wednesday, December 21, 2022, at 5:30 pm**  
**Virtual Meeting**  
**Call (669) 900-9128. Meeting ID #843 0199 6324**  
**Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

**Members absent:** none

**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 Doug Walker

**Public:** Rachel Hacker

**CALL TO ORDER.** Vice President Gina Marie Agosta called the meeting to order at 5:36 pm.

#### **STANDING ITEMS**

**Approval of agenda.** Ms. Lasky let board member know that Gerald Burns, CPA is not available to present the draft AFR today. Ms. Lasky will present in his place.

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

- **November 16 minutes**
- **Resolution 2023-020 Policy 3-4-11**

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

**Public comment.** A public comment was provided by a community member. She recently filled out a request for reconsideration about the library's job central job board display. The library decided to retain the display. The community member thanked the director for the letter response received. She explained the need for Americans to have access to information about farm labor jobs. She requested that the library find a resource other than WorkSource to provide that information to the community on that job board.

**Correspondence.** There was no correspondence.

**Annexation petition review.** There were no annexation petitions to review.

**EMPLOYEE ENGAGEMENT SURVEY.** Sarah Lechner from Coraggio Group presented the 2022 library employee engagement survey. The Gallop 12 questions were used, and scores were very high.

## STAFF REPORTS

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

- *Board members discussed an additional contribution to staff 401K's.*  
**Motion:** Mr. Fahey moved to approve an additional 2 percent contribution to each employees 401K with the ability for staff to match by adding 3 percent. Ms. Aguilera seconded. The motion passed unanimously.
- Ms. Lasky presented a new full-time job description for a Technology Coordinator. Ms. Selvig shared how important she feels it is to have an IT person on staff to make sure that the patron-facing catalog continues to function properly and move into the future using all of the features that are available.  
**Motion:** Ms. Agosta moved to approve posting the full-time job description for a Technology Coordinator. Ms. Samson seconded. The motion passed unanimously.
- Ms. Lasky shared two budget committee applications with board members.  
**Motion:** Mr. Fahey moved to approve Bill Kohn and Laughton Leseur to join the library district budget committee. Ms. Agosta seconded. The motion passed unanimously.
- Ms. Lasky shared that interviews for a Fiscal Coordinator will be held tomorrow.
- The Grants Pass branch will be closed on January 5 for an in-service day.
- AllCare Health has given conditional approval of a grant for a telehealth booth at the Grants Pass branch.
- Two staff members went to Guadalajara for an international book fair sponsored by American Library Association and Ford Family Foundation.

## Financial report.

Ms. Lasky reviewed the November 2022 Financial Statement memo dated December 21, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through November 2022, the P&L statement for Enhanced Library Services (grants) through November 2022, the P&L statement for Special Funds as of November 2022, and the Balance Sheet as of November 30, 2022.

## Grants Administration.

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

## ACTION ITEMS

**Draft AFR.** Ms. Lasky shared the draft of the annual financial review. She shared that the outstanding items will be clarified before it is submitted.

**Motion:** Mr. Fahey moved to the annual financial review pending Gerald Burns' changes. Ms. Samson seconded. The motion passed unanimously.

**First reading: Leaves Policy 4-5-4.** The board held its first reading of this new policy and suggested edits to the wording.

**First reading: Maintenance Policy 3-4-9.** The board held its first reading of this new policy and suggested edits to the wording.

**First reading: Dress Code Policy 5-8, 4-2-10.** The board held its first reading of this new policy and suggested edits to the wording.

**Motion:** Ms. Agosta moved to remove all mentions of individual job titles other than library director in all operations policies. Mr. Fahey seconded. The motion passed unanimously.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Walker reported

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

- The submittal of the development permit application to the Josephine County Planning Department was delayed several weeks due to illnesses on the ZCS team. The development permit was submitted on Friday, December 9. Review and approval will take 4-6 weeks. During this time, ZCS will complete the construction documents, which will be finalized in January after county development review.
- New Williams Library Listening Sessions will resume in January and are held at the Williams Grange on the third Thursday of each month from 5-6pm to provide an opportunity for Williams community members to express concerns and receive updates.

## **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, January 18.

## **ADJOURNMENT**

The meeting adjourned at 7:05 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District