

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, January 18, 2023, at 5:30 pm
Hybrid 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, Communications & Partnership Manager Brandace Rojo, Operations Manager Kirsten Edwards, Youth Services Librarian Alyssa Donoho, Technical Services Coordinator Rosalynn Smith, Technical Services Manager Nolen Guerrero

Contractors: Grants Administrator Teresa Stover

Partners: Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation liaison Sue Cohen

Public: Arden Sleadd, Victoria Marshall, Matt Morsa, Heidi Napier, Matthew Hoff, Indra Nichols, Steve Chroninger, Nancy Chroninger

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

STANDING ITEMS

Approval of agenda. No changes were made to the agenda.

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

Approval of consent agenda. Consent agenda items included:

- December 21 minutes
- Resolution 2023-020 Policy 3-4-9
- Resolution 2023-021 Policy 4-2-10 and 5-8
- Resolution 2023-022 Policy 4-5-4
- Resolution 2023-023 AllCare Grant

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

Public comment. No public comment was provided.

A member of the community asked what the most important service is that the library provides. Ms. Selvig let the member of the community know the board meeting agenda and the proper process to open discussion in the future.

Correspondence. Ms. Selvig shared correspondence from community member Arden Sleadd with responses to 15 questions she posed to local homeschool family members in a

Facebook group about satisfaction with Josephine Community Library and its offerings with 22 respondents.

Ms. Selvig gave the history of the library from the 2008 closure to the nonprofit to the district. Over 200 volunteers work to keep the libraries open. She expressed her thanks for providing feedback.

Ms. Selvig shared correspondence from library staff thanking them for an increase in 401k match.

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

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated January 18, 2023, highlighting the following items:

- Ms. Lasky shared that furniture for the new Williams branch will need to begin being ordered.
Motion: Ms. Samson moved to authorize Ms. Lasky to spend \$35,000 to . Mr. Fahey seconded. The motion passed unanimously.
- Wolf Creek reconfiguration of shelving is going to be rearranged and have shelved lowered since the majority of patrons are children.
Motion: Mr. Fahey moved to authorize Ms. Lasky to spend \$25,000 for the Wolf Creek reconfiguration project. Ms. Samson seconded. The motion passed unanimously.
- AllCare Health granted funds for expenditure of \$13,685 gift for the specific purpose of purchasing a telehealth booth for the Grants Pass library.
- *Motion:* Mr. Fahey moved to authorize Ms. Lasky to spend xxx for a telehealth booth. Ms. Samson seconded. The motion passed unanimously.
- The board discussed different options for implementing 401k changes for staff.
- A new business manager was hired and a job opening is posted for a technology coordinator.
- Safety is a concern at the Wolf Creek branch. An incident report was filed for a person who was trying to break into the building. The branch manager called the police who was unable to go help. It took an hour for a private security company to get there and help the branch manager. Ms. Lasky and staff have temporarily changed hours to close at 4 pm.
- Ms. Lasky shared an incident from Sunday. She was alone working at the library when someone broke the glass at the front door of the Grants Pass branch. She called the police and the person was arrested.
- Ms. Lasky shared that overcrowding is an issue in Grants Pass. Unfortunately, staff had to turn away 15 people during the Cooking with Dee program earlier in January. Forty-seven people attended K9 Reading Buddies, which is a record.

- The library is partnering with UCAN and RSVP to offer a much-needed tax help program twice a week at the Grants Pass branch during the months of February and March.
- The library is partnering with Josephine County to submit an application for an Affordable Connectivity Program grant. If approved, this grant would support the salary of a staff person to do community outreach for the Affordable Connectivity Program.

Financial report.

Ms. Lasky reviewed the December 2022 Financial Statement memo dated January 18, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through December 2022, the P&L statement for Enhanced Library Services (grants) through December 2022, the P&L statement for Special Funds as of December 2022, and the Balance Sheet as of December 31, 2022.

Grants Administration.

Ms. Stover reported on the status of library district grants referring to the grant update memo dated January 18, 2023.

ACTION ITEMS

First reading: Cash & Purchasing Policy 2-3. The board held its first reading of this new policy and suggested edits.

First reading: Meeting Space Policy 3-4-2. The board held its first reading of this new policy.

First reading: Employee Conduct Policy 4-2-7. The board held its first reading of this policy and suggested edits.

First reading: Board Policy 5-8, 4-2-10. The board held its first reading of this new policy.

Ms. Agosta would like to establish a code of conduct for board members. She also shared that it is common practice among nonprofits.

Mr. Fahey shared that the Rogue Community College board is going through the same process currently.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Cohen reported that the fall fundraising drive brought in \$81,000 which is more than that drive has ever brought in.

The Four Way Community Foundation has offered a \$250,000 matching gift to raise the rest of the money to purchase the property for a Grants Pass branch. The first ad ran in the Daily Courier today.

The library foundation continues to pursue grant funding for projects related to renovations.

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

- The application for permits for the Williams construction process was held up because the board president was the only one authorized to sign. The issue has been resolved.
- The Facilities Oversight Task Force meets with ZCS architects every other week.
- The Illinois Valley project is going through the assessment process so that applications for permits can be submitted.

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, February 15.

ADJOURNMENT

The meeting adjourned at 6:42 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District