

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, March 15, 2023, at 5:30 pm
Call (669) 900-9128. Meeting ID # 899 2359 4883
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: Brenda Aguilera

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Associate Director Michelle Rosenberger

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation liaison Sara Katz, Josephine Community Library Foundation Executive Director Rebecca Stoltz

Public: Julie Klokow, Laura Guerrero, Susanne Harmony, Nancy Hitchcock, Matthew Hoff, Henry Guerrero, Chris Bristol

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

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- February 15 minutes
Correction needed to remove the sentence "No public comment was provided." From the public comment section of the February 15 minutes.
- Resolution 2023-027 JCLF grant
Motion: Mr. Fahey moved to approve the consent agenda with a correction to the public comment section of the February 15 minutes and approval of Resolution 2023-027. Ms. Agosta seconded. The motion passed unanimously.

Public comment. No public comment was provided.

Correspondence. Matthew Hoff and Laura Guerrero provided correspondence to the board of directors. Ms. Lasky summarized their emails.

Annexation petition review. The board of directors reviewed annexation petitions from Robert & Caroline Brooks, Trustees Brooks Living Trust, and Jackson & Dorit Brown
Motion: Ms. Agosta moved to endorse annexation petitions from Robert & Caroline Brooks, Trustees Brooks Living Trust, and Jackson & Dorit Brown. Mr. Fahey seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated March 15, 2023, highlighting the following items:

- Ms. Lasky shared that she continues to investigate staff retirement options. The only way to have two retirement funds is to utilize a trust fund which will increase workflow for the finance department. Mr. Fahey suggested re-evaluating how to implement this benefit for library staff. Ms. Agosta mentioned that there might be another provider that the library can use that can implement a three percent match and a two percent fixed contribution for staff retirement benefits.
- Board and staff strategic planning takes place March 25 and April 15 from 25pm with Twin Goats LLC.
Motion: Ms. Agosta moved to approve the expenditure of \$8,500 to Twin Goats LLC to facilitate library strategic planning. Ms. Samson seconded. The motion passed unanimously.
- The library district was awarded the Affordable Connectivity Grant for \$209,000 from the FCC in partnership with Josephine County for a two-year project.
- About 1,100 community members took the annual library patron survey.
- Ms. Lasky was awarded Person of the Year by the Chamber of Commerce.
- Ms. Lasky referred to the memo on page 11 of the board packet regarding changes in a personnel policy removing the restriction stating that library staff cannot carry weapons. Ms. Lasky sought legal counsel through the SDAO and the library district's attorney. All confirmed that the removal of the language from the policy will afford library staff the same rights as patrons and that all is legal.

Financial report. Ms. Lasky reviewed the February 2023 Financial Statement memo dated March 15, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through March 15, 2023, the P&L statement for Enhanced Library Services (grants) through February 2023, the P&L statement for Special Funds as of February 2023, and the Balance Sheet as of February 28, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated March 15, 2023.

Budget Officer's Report. Ms. Lasky shared highlights from her report.

The first budget committee meeting takes place on April 5 at 5:30pm.

Ms. Lasky shared that standard COLA increases are at 8.5% and the amount that board library board members generally approve annually is 3%. She asked board members if they would like COLA included in the budget. They agreed that it should be included.

The technical services line item will increase due to interlibrary loan expenses and Polaris cost increases.

ACTION ITEMS

E-rate contract authorization. Ms. Stover referenced the memo in the board packet and asked for board approval for a one-year renewal with Hunter Communication for their services.

Motion: Mr. Fahey moved to approve Addendum B to extend the Hunter Communications contract. Ms. Samson seconded. The motion passed unanimously.

Motion: Ms. Agosta moved to authorize Ms. Lasky to approve Hunter Communication to provide updated network equipment. Mr. Fahey seconded. The motion passed unanimously.

Third reading: Governance Article III Section 11. Ms. Selvig shared the proposed Governance Article for board members for review and discussion.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Katz shared that the Oregon Community Foundation gave an unsolicited \$15,000 donation after their recent visit to the Grants Pass branch.

Facilities Oversight Task Force. The following highlights were shared:
A development permit was approved by Josephine County for the new Williams branch.

The street address needs to be updated at the new Williams branch.

Design and development is complete for the Illinois Valley renovation project.

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, April 19.

ADJOURNMENT

The meeting adjourned at 6:43 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District