

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, April 19, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: Rachele Selvig, 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, Business Manager Shannon Hauberg, Adult Services Coordinator Kayla Rau, Technical Services Coordinator Rosalynn Smith, Public Services Manager Kirsten Edwards

Contractors: Grants Administrator Teresa Stover, Coraggio Group representative Sarah Lechner

Partners: Josephine Community Library Foundation liaison Judy Christensen, Josephine Community Library Foundation Executive Director Rebecca Stoltz

Public: Matthew Hoff, Bucky Dennerlein, Laura Guerrero, Steve Chroninger, Nancy Chroninger, Heidi Napier, Chris Bristol

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:32 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- March 15 minutes
- March 25 minutes
- April 15 minutes
- Resolution 2023-028 Bylaws Article III-7

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

Public comment. No public comment was provided.

Correspondence. No correspondence was provided.

Annexation petition review. The board of directors reviewed an annexation petition from Kathryn M Lenstet.

Motion: Mr. Fahey moved to endorse an annexation petition from Kathryn M Lenstet. Ms. Samson seconded. The motion passed unanimously.

STAKEHOLDER SURVEY PRESENTATION

A patron survey was conducted by a third party earlier this year. A representative from Coraggio Group, LLC presented the findings from the annual patron survey to the board of directors. The following are highlights:

- More participants rated the library as “excellent” than in previous years.
- There is a strong overall satisfaction in library services.
- Library impact top three categories are: critical community asset and resource, support in raising children,
- BIPOC respondents use the library most for tech and programs.
- There is a clear shift in how people access services since the pandemic. More people are accessing online services than in previous years.
- Lower income households and households with children tend to use the library most.
- Library card fees for people living outside the library district boundary continue to be a barrier.
- There is an opportunity to increase volunteer satisfaction.

STAFF REPORTS

Library director’s report. Ms. Lasky referred to the Library Director’s Report dated April 19, 2023, highlighting the following items:

- Ms. Lasky shared the new proposed strategic plan and explained the process that staff and board members went through to reach this draft.
Motion: Mr. Fahey moved to approve the 2023–2027 strategic plan. Ms. Samson seconded. The motion passed unanimously.
- The library was awarded an FCC grant for the Affordable Connectivity Act to hire a temporary outreach position. Ms. Lasky requested approval to accept and spend the grant.
Motion: Mr. Fahey moved to approve the expenditure of the Affordable Connectivity Act grant. Ms. Samson seconded. The motion passed unanimously.
- The Energy Trust of Oregon is replacing lighting at the Grants Pass branch.
- The Early Literacy Outreach Coordinator position funded by The Ford Family Foundation has been filled.
- The DVD collection has been set up as a floating collection.
- An average of 20,000 items a month are in circulation every month.
- An average of 277 new library cards are processed each month.

Financial report. Ms. Lasky reviewed the March 2023 Financial Statement memo dated April 19, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through April 19, 2023, the P&L statement for Enhanced Library Services (grants) through March 2023, the P&L statement for Special Funds as of March 2023, and the Balance Sheet as of March 30, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated April 19, 2023.

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

ACTION ITEMS

First reading: Policy 3-1-2 Patron Conduct. A proposal was made to match smoking policy to standard public policy of 10 feet away from the entrance of a building.

Ms. Lasky will ask staff for input before bringing back to the board of directors.

First reading: Policy 3-1-6 Weapons in the Library. This policy restates law and the rights of patrons.

First reading: Policy 3-4-2 Meeting Space. There is a suggestion to update the timeframe to allow community members to book for two months at a time instead of three to better manage the space.

BOARD MEMBER REPORTS

Library Foundation liaison report.

Ms. Christensen reported that there are 10 days left in the crowdfund to raise money to purchase a downtown property for a new Grants Pass branch and \$9,000 remaining to meet the matching gift requirement from Four Way Community Foundation.

Facilities Oversight Task Force.

Ms. Samson reported that the RFP for a contractor for the Williams branch construction project will be posted later this week.

Clouser Drilling decommissioned an old well on the property of the new Williams branch at no charge.

ANNOUNCEMENTS

Comments from board members.

Mr. Fahey acknowledged that recent policy changes surrounding weapons in the library were not taken lightly and that the board appreciates staff and volunteers and recognizes that feelings surrounding these changes are sensitive.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, May 17.

ADJOURNMENT

The meeting adjourned at 6:40 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo'. The letters are cursive and somewhat stylized, with a prominent 'B' and 'R'.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District