

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, August 16, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

Members absent:

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Youth Service Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Adult Services Coordinator Kayla Rau

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation Liaison Shad Shriver, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta 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:

- July 19 Board Meeting minutes
- Resolution 2024-008: Policy 3-2-1
- Resolution 2024-009: Policy 5-1

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

Public comment. No public comment was offered.

Correspondence. No correspondence was offered.

Annexation petition review. The board of directors reviewed annexation petitions from Casey Doolaege and Christopher Sabionski

MOTION: Mr. Fahey moved to endorse annexation petitions from Casey Doolaege and Christopher Sabionski. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated August 16, 2023, highlighting the following items:

- Ms. Lasky let board members know that there will be a joint board session on September 23 and/or 24 facilitated by Michael Kosmala of Twin Goats, LLC to discuss the big picture of the new Grants Pass branch before going out to community meetings.
- The new strategic plan, work plan, and staff monthly status report for 2024–2027 were presented to board members. Mr. Fahey suggested assigning a board member to help with library outreach. The communications & partnership manager will follow up with the board to set that up.
- September 30 will be the grand opening of the new Williams branch.
- The current Williams branch is being donated to the Three Rivers School District to be turned into a Head Start facility.
- Extensive changes have been made to the Suggest a Purchase process including feedback both when items are purchased and when they are not, no matter what the format.
- The Summer Reading Program had 331,000 minutes read by 813 participants.
- Even with the additional Bugs-R-Us program that was added at the Grants Pass branch to accommodate all of the interest, about 30 people were still turned away due to limited space in the program room.
- Two positions are currently open: fiscal coordinator and circulation coordinator.
- Board members discussed what parameters should be considered to determine “competitive pay and benefits.” Retail trading and fast food in Josephine County, and other library districts in Oregon of a similar size should be considered.
- Ms. Lasky asked to begin using contingency funds if needed for personnel. She reminded board members that two grant funded positions are going to expire in November.

MOTION: Mr. Fahey moved to approve the library director to use contingency funds to support two grant funded library positions that are about to expire including the early literacy outreach coordinator and the Spanish outreach assistant. Ms. Agosta seconded. The motion passed unanimously.

Financial report. Ms. Lasky reviewed the August 2023 Financial Statement memo dated August 16, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through August 16, 2023, the P&L statement for Enhanced Library Services (grants) through July 2023, the P&L statement for Special Funds as of July 2023, and the Balance Sheet as of July 31, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated August 16, 2023.

Annual Report. Ms. Lasky presented the FY22–23 library district annual report highlighting library services, partnerships, facilities, building projects, collection, and more.

ACTION ITEMS

First reading: 5-3 Volunteer Selection. The board of directors reviewed changes made to Policy 5-3 stating that the volunteer policies should be used as a handbook instead of a supplemental handbook that does not match the policies.

First reading: Policy 3-6-4 Operations Loan Periods and Renewals revised. Library of Things item limit was adjusted to three items at a time

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Richardson shared that a library foundation board member and major donor has passed away, Bob Brookes.

Unexpected expenses totaling \$73,000 for the Williams building project have been incurred.

Facilities Oversight Task Force. Ms. Samson shared that everything is moving along fairly smooth with the Williams and Illinois Valley building projects.

There is some pushback in the Williams community about trees that must come down to complete construction. They will be addressed at the monthly Williams Community Listening Session.

The bid opening for the Illinois Valley renovation project was last week and the lowest bid was determined.

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, September 20.

ADJOURNMENT

The meeting adjourned at 7:15 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District