

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, October 18, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

Members absent: Rachele Selvig, Tina Gotchall

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, Branch Services Manager Roberta Lee

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation Liaison Ken Behymer, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:39 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- September 20 Board Meeting minutes
- September 24 Workshop minutes
- Resolution 2024-014: Policy 3-4-12
- Resolution 2024-015: Policy 5-5

MOTION: Ms. Samson moved to approve the consent agenda. Mr. Fahey 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 Sharonann Watson, Joseph & Suzanne Lavine, Charles & Karen Rogers.

MOTION: Mr. Fahey moved to endorse annexation petitions from Sharonann Watson, Joseph & Suzanne Lavine, Charles & Karen Rogers. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

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

- The grand opening of the new Williams branch took place on October 7, attended by approximately 150 people.

- After feedback from the last board meeting, the decision was made to resign from the partnership with Josephine County to implement the Affordable Connectivity Program (ACP) grant. Outreach will continue to focus on our new strategic plan, including reimagining library services and increasing library card holders.
- Strategic plan goals require increased outreach, which may require increased staffing.
- Library of Things laptops for lending to patrons have suffered from attrition with only one loanable laptop out of 10 cataloged at all four branches. The district is requesting \$10,000 from the library foundation technology fund for nine new laptops to support patron needs and computer basics classes planned for December through March.
- The Illinois Valley branch continued to attract local campers and unhoused loitering during closed hours. The branch manager called Josephine County Sheriff's department and requested a Trespass Letter of Consent to be emailed for signature – then signed, returned, and confirmed receipt with Sheriff's office. All branches have trespass consent with law enforcement, which will be renewed annually. It was decided to reduce Wi-Fi access hours to reflect operating hours at the Illinois Valley branch to mitigate abuse of the property. Turning off the Wi-Fi during closed hours and collaborating with the Sheriff's department has been successful. Neighbors and patrons responded positively almost immediately.

Financial report. Ms. Lasky reviewed the October 2023 Financial Statement memo dated October 18, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through October 18, 2023, the P&L statement for Enhanced Library Services (grants) through September 2023, the P&L statement for Special Funds as of September 2023, and the Balance Sheet as of September 30, 2023.

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

ACTION ITEMS

First reading: Volunteers Policy 5-10. The board reviewed a revision of the Volunteer Conflicts policy.

First reading: Volunteers Policy 5-11. The board reviewed a revision of the Volunteer Patron Confidentiality policy.

First reading: Volunteers Policy 5-12. The board reviewed a revision of the Volunteer Giving and Receiving Patron Gifts policy.

First reading: Volunteers Policy 5-13. The board reviewed the first draft of the Volunteer Resignation policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Behymer reported that Shad Shriver is the new President and Denise Kalic is the new Vice President of the library foundation board.

The Williams Listening Sessions continue in Williams but will now be held at the new library branch.

Facilities Oversight Task Force. By the end of October, the finishing touches to the Williams branch will be completed by Vitus Construction.

The library district and foundation worked with the agricultural director of the Herb Pharm to assess the trees and landscaping at the Williams branch. He has volunteered to develop a plan that supports water conservation and is drought resistant.

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, November 16.

ADJOURNMENT

The meeting adjourned at 7:10 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', with a stylized flourish at the end.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District