

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, September 20, 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

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation Liaison Judy Christensen, 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:

- August 16 Board Meeting minutes
- Resolution 2024-010: Policy 3-6-4
- Resolution 2024-011: Policy 5-3

MOTION: Ms. Agosta moved to approve the consent agenda. Ms. Gotchall seconded. The motion passed unanimously.

Public comment.

William Spann: Mr. Spann let the board of directors know that he had sold the property to the library foundation for the new Williams branch. He is concerned about the lawn and trees on the property not getting enough water. He is independently seeking grants to help remedy the problem he believes exists. Ms. Selvig let him know that he can contact the board directly with further concerns via email.

Correspondence. No correspondence was offered.

Annexation petition review. The board of directors reviewed annexation petitions from Darin & Judi Fowler, Philip Murray & Caroline Brown, Hannah Sauchyn, and Christina Wright.

MOTION: Ms. Agosta moved to endorse annexation petitions from Darin & Judi Fowler, Philip Murray & Caroline Brown, Hannah Sauchyn, and Christina Wright. Ms. Gotchall seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated September 20, 2023, highlighting the following items:

- Ms. Lasky shared a video from the Williams branch manager of the progress of The Great Escape at the Williams branch in preparation for the move to the new branch.
- The grand opening of the new Williams branch is on Saturday, October 7 from 10 am–12 pm.
- The board discussed a challenge with the partnership with Josephine County for the Affordable Connectivity Program grant through the FCC. The FCC awarded Josephine County the grant as the main recipient and the library as the subrecipient. There was a change of leadership at the county in the summer and the new leadership would like to reevaluate the grant before issuing a contract with the library for reimbursement.
- The library is partnering with Oregon Humanities to host Consider This: Getting Older and Staying Connected at AllCare Health.

Financial report. Ms. Lasky reviewed the September 2023 Financial Statement memo dated September 20, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through September 20, 2023, the P&L statement for Enhanced Library Services (grants) through August 2023, the P&L statement for Special Funds as of August 2023, and the Balance Sheet as of August 31, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated September 20, 2023. Ms. Stover highlighted that AllCare Health and A Greater Applegate sponsored communication booths for the Grants Pass and Williams branches for community members to be able to use to do virtual meetings.

ACTION ITEMS

Resolution 2024-012 Williams Library Lease. The library district is leasing the Williams branch from the library foundation who currently owns the property with a first rights of refusal clause added, which would allow the library district the opportunity to purchase the property should the library foundation list it for sale.

MOTION: Mr. Fahey moved to approve Resolution 2024-12 for the lease of the new Williams branch for \$1 per year for the next 30 years from the library foundation. Ms. Agosta seconded. The motion passed unanimously.

Resolution 2024-013 New Williams Library. The cost of the construction project at the new Williams branch has gone over budget with a short turnaround time. It is the recommendation of the facilities

oversight task force for the library district to cover those costs.

MOTION: Mr. Fahey moved to approve Resolution 2024-013 for the expenditure of \$100,000 from the library district's contingency fund to cover the overage in the budget for the new Williams branch. Ms. Samson seconded. The motion passed unanimously.

First reading: 5-5 Volunteer Attendance and Recording Hours revised. Policy 5-5 was updated to include utilization of emergency contact in the case of a late or absent teen volunteer. The policy also clarifies the importance of regular attendance and corrective action.

First reading: Policy 3-4-12 Landscaping. A new policy was drafted regarding the library district's policy for landscaping, particularly to include the parameters of procuring and maintaining drought-resistant plants and trees and the conservation of limited water in our rural branches due to low level wells and cisterns.

The board would like to develop a communication plan to implement this policy by partnering with community experts like the fire department and Herb Pharm.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Christensen shared that the moving of the first book to the new Williams branch is being moved by the Williams K9 Reading Buddy, Shadow, on Friday, September 29.

The grand opening of the new Williams branch is on Saturday, October 7 from 10 am–12 pm.

There is a joint planning session between the library district and library foundation boards on Sunday, September 24.

Facilities Oversight Task Force. Mr. Fahey shared that Ausland Construction has been selected as the contractor for the Illinois Valley Renovation Project.

An environmental assessment was done last week, and a concern was brought up about storm water affecting the Illinois River. The engineers are required to go back and redesign portions of the project at the Illinois Valley branch. This will delay the project by at least eight weeks and result in incurred unforeseen costs.

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, October 18.

ADJOURNMENT

The meeting adjourned at 7:05 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District