

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, November 15, 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, Rachele Selvig, Tina Gotchall

Members absent: None.

Staff present: Library Director Kate Lasky, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Branch Services Manager Roberta Lee, Communications Coordinator Sara Meyer

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Randy Richardson, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Rachele Selvig called the meeting to order at 5:30 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- October 18 Board Meeting minutes
- Resolution 2024-017: Policy 5-10
- Resolution 2024-018: Policy 5-11
- Resolution 2024-019: Policy 5-12
- Resolution 2024-020: Policy 5-13
- Resolution 2024-021: Chaney grant
- Resolution 2024-022: A Greater Applegate grant
- Resolution 2024-023: State Library of Oregon grant

MOTION: Pat Fahey moved to approve the consent agenda, including Resolutions 2024-017, 2024-018, 2024-019, 2024-020, 2024-021, 2024-022, and 2024-023. Gina Marie Agosta 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 five annexation petitions from Laird S & Lynn C Funk, J Thomas & Barbara C Strout, Terry Cain, Darlene Johnson, and Lutz & Lisa M Kramer.

MOTION: Ms. Agosta moved to endorse annexation petitions from Laird S & Lynn C Funk, J Thomas & Barbara C Strout, Terry Cain, Darlene Johnson, Lutz & Lisa M Kramer. Mr. Fahey seconded. The motion passed unanimously.

STAFF REPORTS

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

- Winter Volunteer Appreciation party taking place on December 9. Ms. Lasky encouraged board members to come, and to let her know.
- The Oregon Broadband Office has released its draft Digital Equity Plan .
- The library is applying for a State Library grant for a digital equity program, which aligns with the JCLD strategic plan and the state's digital equity plan.
- A district member has submitted a petition to opt out of the district. The Special District Association of Oregon (SDAO) is preparing guidelines. The process is to be handled entirely by the Josephine County Board of County Commissioners (BOCC). Ms. Lasky will keep the board informed and encourages board members to attend BOCC hearings on the matter.
- A listening session with 25-30 volunteers was held.
- JCLD received a grant from the library foundation for up to \$10,000 for refurbished Dell laptops.

Financial report. Ms. Lasky reviewed the November 2023 Financial Statement memo dated November 15, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through November 15, 2023, the P&L statement for Enhanced Library Services (grants) through October 2023, the P&L statement for Special Funds as of October 2023, and the Balance Sheet as of October 31, 2023.

She pointed out that the library is on target for the overall budget. Based on prior board approval, \$100,000 has been moved from Contingency to Building Improvements.

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

ACTION ITEMS

Resolution 2024-016 Williams building sale. Ms. Lasky summarized the resolution, which is the final step to selling the old Williams building for \$0 to Three Rivers School District (TRSD). The lease termination agreement has already been approved by the board.

MOTION: Mr. Fahey moved to approve Resolution 2024-016. Ms. Agosta seconded, and the motion passed unanimously.

First reading: Operations Policy 3-2-3. The board reviewed a revision of the Request for Reconsideration policy. A correction to the Request for Reconsideration form was suggested.

First reading: Volunteers Policy 5-15. The board reviewed a revision of the Workers' Compensation Coverage policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Randy Richardson reported the following:

- JCLF has received \$19,000 toward the end of year fundraising drive. Hart Insurance, Edward Jones, Oregon Pacific Financial Advisors, and AllCare Health are sponsors.
- The foundation will be doing presentations about planned giving and required minimum distributions to financial planners and attorneys starting in January.
- The lease agreement between the JCLD and JCLF has been signed.

Facilities Oversight Task Force. Referring to the FOTF memo dated November 10, 2023, Mr. Fahey elaborated on the decision to cancel the IV Library Renovation bid. The revised invitation to bid will be published in early December.

ANNOUNCEMENTS

Comments from board members. Mr. Fahey offered congratulations and thanks to the library volunteers and staff members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, December 20.

ADJOURNMENT

Ms. Samson announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b) and to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). She adjourned the regular meeting at 6:31 pm.

EXECUTIVE SESSION

The board moved in to executive session at 6:32 pm. The purpose for executive session is

1. Complaint
To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b)
2. Performance Review
To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)

The board moved out of executive session at 7:25 pm.

ADJOURNMENT

The meeting adjourned at 7:26 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District