

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, December 20, 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, Communications & Partnership Manager Brandace Rojo

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Doug Walker, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Selvig called the meeting to order at 5:33 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- a. November 15 Board Meeting minutes
- b. Resolution 2024-024: Policy 3-2-3 with the amendments to the reconsideration form to align with the policy, i.e. one request per patron each year, and review of the same item after three years.
- c. Resolution 2024-025: Policy 5-15

MOTION: Mr. Fahey moved to approve the consent agenda, including Resolutions 2024-024, and 2024-024. Ms. Gotchall seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. No correspondence was offered.

STAFF REPORTS

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

- The FY22-23 financial audit has launch with Pauly Rogers
- There are two seats open on the library district's budget committee. Applications are being accepted through the end of December. Ms. Lasky explained the process for selection to the board.
- Ms. Lasky shared that there is a perception in the community that the library district endorses groups that hold events in the public community meeting spaces.

- Library director is working on developing a programming roadmap that ties to the current strategic plan. The three focus populations for 2024 programming are seniors, low-income families, and Spanish-speakers.
- Josephine Community Library has a unique partnership with the Gilder Lehrman Institute of American History because the president, James Basker, is from Grants Pass. They asked us to pilot a panel display in celebration of the 250th anniversary of the Declaration of Independence, which is in 2024. The display is up at the Grants Pass branch and community members are asked to take part in a survey to provide feedback for the final exhibit.

Financial report. Ms. Lasky reviewed the December 2023 Financial Statement memo dated December 20, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through December 20, 2023, the P&L statement for Enhanced Library Services (grants) through November 2023, the P&L statement for Special Funds as of November 2023, and the Balance Sheet as of November 30, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated December 20, 2023.

ACTION ITEMS

Authorization of Builder Risk Insurance.

MOTION: Ms. Agosta moved to approve spending authority for Ms. Lasky to spend \$21,000 for Builder Risk Insurance. Mr. Fahey seconded. The motion passed unanimously.

Ratification of Objection to BOCC Decision. Ms. Selvig asked the board of directors to provide a motion to submit a Ratification of Objection to the Board of County Commissioners regarding the decision to approve a petition to withdraw a property from the library district.

MOTION: Ms. Agosta moved to approve a Ratification of Objection to the Board of County Commissioners regarding the decision to approve a petition to withdraw a property from the library district. Ms. Gotchall seconded, and the motion passed unanimously.

First reading: Personnel Policy 4-3-3 Retirement. The board reviewed a revision of the personnel retirement policy.

First reading: Volunteer Policy 5-16 Harassment. The board reviewed a revision of the volunteer harassment policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Doug Walker reported the following:

- The Williams branch received change orders for minor from the state that contractors are working on.

- The library foundation and district will submit a request for proposal early in 2024 for an architect to work on the Grants Pass branch with. Meetings to gather community input will be held shortly after.
- The library foundation released a statement sharing that they will take financial responsibility for any legal fees incurred by the library district regarding the opt-out petitions submitted to the Board of County Commissioners in an effort to be fiscally responsible to library district taxpayers.

Facilities Oversight Task Force.

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, January 17.

ADJOURNMENT

Ms. Selvig 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 6:05 pm.

EXECUTIVE SESSION

The board moved into executive session per ORS 192.660(2)(b, h) at 6:05 pm.

ADJOURNMENT

The meeting adjourned at 7:26 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District