**Josephine Community Library District**

**Regular Board Meeting Minutes**

**Wednesday, January 17, 2024, 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 & 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:

* 1. December 20 Board Meeting minutes
  2. Resolution 2024-027: Policy 4-3-3
  3. Resolution 2024-028: Policy 5-16

**MOTION:**Ms. Agosta moved to approve the consent agenda, including Resolutions 2024-027, and 2024-028. Mr. Fahey 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 January, highlighting the following items:

* The library director was invited to join the board of a private sector company that meets four times a year and offers a stipend. Per contract, the library director requests board approval to accept any compensation and take vacation time while attending related board meetings.  
  ***MOTION:*** Ms. Agosta moved to approve the library director to receive a stipend for board service on a private sector company and take vacation time to attend board meetings. Mr. Fahey seconded. The motion passed unanimously.
* There is a new mandatory board meeting law training. Ms. Lasky will send information when the certified meetings are available.
* The annual financial audit is underway.
* The Grants Pass Daily Courier shared a story about the library’s partnership with the local Boys & Girls Club.
* There is a lot of confusion in the community about who can get a library card and how.
* The form for annexations into the library district has been updated by county legal.
* AED training was provided to staff at their January staff meeting.
* Ms. Lasky discussed progress toward the current strategic plan.
* Ms. Lasky finished her Master of Library Science degree.
* Preparation for the 2024 Summer Reading Program has begun in all departments involved.

**Financial report.** Ms. Lasky reviewed the January 2024 Financial Statement memo dated January 17, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through December 2023, the P&L statement for Enhanced Library Services (grants) through December 2023, the P&L statement for Special Funds as of December 2023, and the Balance Sheet as of December 31, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated January 17, 2024.

**ACTION ITEMS**

**Budget Committee member appointment.** Ms. Lasky shared that John McCafferty and Cassie Robinson scored the highest out of all applicants for the open budget committee seats.

***MOTION***: Ms. Agosta moved to appoint John McCafferty and Cassie Robinson as Budget Committee members. Mr. Fahey seconded. The motion passed unanimously.

**First reading: Personnel Policy 4-5-1 Vacation.** The board reviewed a revision of the personnel vacation policy.

**First reading: Operations Policy 3-1-2 Patron Conduct.** The board reviewed a revision of the operations patron conduct policy.  
Ms. Selvig asked that the policy clarify that a community member can be permanently trespassed from all branches.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Doug Walker reported the following:

* Nearly $96,000 was raised during the end-of-year fundraising drive.
* A series of community meetings and focus groups will be held beginning spring 2024 to start planning the new downtown Grants Pass building project.

**Facilities Oversight Task Force.** Mr. Fahey reported the following:

* A final winning bid for the Illinois Valley Renovation Project came at $300,000 less than the previous costs. The contract is between the City of Cave Junction and Ausland Group, with the library district as the owner. The City of Cave Junction, the library, and Ausland Group are in contract negotiation.
* A groundbreaking ceremony photo opportunity will take place at the Illinoi Valley branch next week.

**ANNOUNCEMENTS**

**Comments from board members.** none

**Date and agenda items for next meeting.**

The next regular board meeting will be at 5:30 pm on Wednesday, February 21.

**ADJOURNMENT**

Ms. Selvig announced that the board would be moving into 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 6:03 pm.

**EXECUTIVE SESSION**

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

**REGULAR SESSION**

The board moved out of executive session and into regular session per ORS 192.660(2)(b, h, f) at 7:16 pm.

***MOTION***: Ms. Agosta moved to authorize the library director to contract for staff and management training up to $10,000. Mr. Fahey seconded. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 7:19 pm.

Respectfully submitted,

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Brandace Rojo for Board Secretary Kate Lasky

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