

**Josephine Community Library District  
Regular Board Meeting and Budget Hearing Minutes  
Wednesday, May 15, 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, Tina Gotchall

**Members absent:** Rachele Selvig

**Staff present:** Library Director Kate Lasky, Associate Director Michelle Rosenberger,  
Communications & Partnership Manager Brandace Rojo

**Contractors:** Grants Administrator Teresa Stover, Gerald Burns, CPA

**Partners:** Josephine Community Library Foundation board liaison Steve Swearingen, Josephine  
Community Library Foundation Executive Director Rebecca Stoltz

**CALL TO ORDER.** Ms. Agosta called the meeting to order at 5:35 pm.

### **STANDING ITEMS**

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

**Approval of consent agenda.** Consent agenda items included:

- April 3 Budget Meeting minutes
- April 17 Board Meeting minutes
- Resolution 2024-032 Maintenance

**Motion:** Mr. Fahey moved to approve the consent agenda. Ms. Samson seconded. The motion passed unanimously.

**Public comment.** none

**Correspondence.** none

**Annexation petition review.** The board of directors reviewed annexation petitions from John Ledbetter, and Catherine R & Micheal Wood Family Trustees for two lots.

**Motion:** Mr. Fahey moved to endorse annexation petitions from John Ledbetter, Catherine R & Micheal Trustees with the correction of removing one listing of “Catherine R & Micheal Wood Family Trustees” and noting that they are annexing two properties. Ms. Samson seconded. The motion passed unanimously.

### **STAFF REPORTS**

**Library director’s report.** Ms. Lasky referred to the Library Director’s Report dated May 15, 2024, highlighting the following items:

- Ms. Lasky let the board of directors know that the June board meeting will be on Thursday, June 20 at the Williams branch since the regular meeting day is a holiday.

- The Special Districts Association of Oregon sponsored legal fees incurred during litigation with the Josephine County Board of Commissioners in the amount of nearly \$15,000. This contribution ensures that the library district can be fiscally responsible to taxpayers.
- Two staff members went to the annual Oregon Library Association
- The library was awarded \$50,000 by the State Library of Oregon through an LSTA grant for digital outreach programs in English and Spanish utilizing partnerships with Project Youth+ and Worksource Oregon.
- The Technical Services Supervisor position is open but is being reevaluated.
- The library is potentially purchasing the Unofficial Battle of the Books program from Jackson County Library Services.
- Amy Hutchinson Consulting finished the wage analysis for the library district. She shared that 11 out of 15 staff were at a management level. She evaluated job descriptions and wage ranges for each job description and suggested adding department leads and supervisors.

**Financial report.** Ms. Lasky reviewed the April 2024 Financial Statement memo dated May 15, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 15, 2024, the P&L statement for Enhanced Library Services (grants) through April 2024, the P&L statement for Special Funds as of April 2024, and the Balance Sheet as of April 30, 2024.

**Motion:** Pat moved to approve increasing employee health care benefit to \$800 per month. Laurel seconded. The motion passed unanimously.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated May 15, 2024.

## **ACTION ITEMS**

**FY24-25 Budget Hearing.** The board referenced the FY 2024-25 Budget Message and FY25 Budget approved by the JCLD Budget Committee on April 3, 2024.

Ms. Agosta opened the Budget Hearing at 6:14 pm

Ms. Agosta closed the Budget Hearing at 6:27 pm

**FY24-25 Budget and Appropriations.** Ms. Agosta invited board discussion of the FY25 budget.

**Motion:** Ms. Samson moved to approve Resolution 2024-035 to adopt the FY25 budget as it has been adjusted with corrected totals for \$5,395,311 and make appropriations for FY25. Mr. Fahey seconded. The motion passed unanimously.

**FY24-25 Tax Rate.** Ms. Agosta invited board discussion of the FY25 tax rate.

**Motion:** Mr. Fahey moved to approve Resolution 2024-036 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY25. Ms. Gotchall seconded. The motion passed unanimously.

## **BOARD MEMBER REPORTS**

### **Library Foundation liaison report.**

Mr. Swearingen invited library district board members to a celebration with the library foundation on Saturday, June 8.

An anonymous \$500,000 contribution toward the new Grants Pass branch was gifted to the library foundation via the Oregon Community Foundation.

The spring fundraising drive has brought in about \$18,000 so far.

### **Facilities Oversight Task Force.**

Mr. Fahey and Ms. Stover reported that the Illinois Valley renovation project is on track to finish late this summer.

Vitus Construction donate 8 boulders and installed them around the bioswale at the Williams branch to prevent vehicles from driving through.

## **ANNOUNCEMENTS**

### **Comments from board members.**

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

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

## **ADJOURNMENT**

The meeting adjourned at 6:47 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District