

**Josephine Community Library District
Regular Board Meeting and Budget Hearing Minutes
Thursday, June 20, 2024, at 5:30 pm
Williams branch, 158 Tetherow Road, Williams, OR 97544**

Members present: Rachele Selvig, Gina Marie Agosta, Pat Fahey, Laurel Samson, Tina Gotchall

Members absent: None

Staff present: Library Director Kate Lasky

Contractor: Grants Administrator Teresa Stover

Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Selvig called the meeting to order at 5:36 pm.

STANDING ITEMS

Approval of agenda. Ms. Lasky requested that the Operations Policy 3-4-11, Parking Lot Use, policy be added as a first reading under Action Items. She distributed a copy to the board.

Approval of consent agenda. Consent agenda items included:

- May 15 Board Meeting minutes
- Resolution 2024-037 Solid Waste Agency grant

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

Public comment. None.

Correspondence. None.

Annexation petition review. The board of directors reviewed annexation petitions from James L Weaver & Lori Jeanne Worden.

Motion: Ms. Agosta to endorse annexation petitions from James L Weaver & Lori Jeanne Worden. Ms. Gotchall seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated June 20, 2024, highlighting the following items:

- This year all regular employees are receiving a 3 percent Cost of Living Adjustment (COLA) effective July 1. For the library director, the COLA requires a board action.
Motion: Ms. Agosta moved to approve a 3 percent COLA for the library director's salary. Ms. Selvig seconded. The motion passed unanimously.
- The summer volunteer appreciation ice cream social is scheduled for June 29 at 4pm at the Grants Pass branch. Board members are encouraged to participate.
- Ms. Lasky announced that the newly adjusted wage ranges, updated job descriptions, and organization chart will be effective July 1, 2024, in accordance with the adopted FY25 budget. The board reviewed the updated organization chart.

- Business Manager Shannon Hauberg was hired internally as the digital outreach specialist funded by the State Library LSTA grant for the Computer Basics program. She starts the new position July 1. Operations Coordinator Jessica Perez, with her background in finance and audit, has been promoted to Operations Manager and will take on business manager duties. Additional finance responsibilities will be filled by contracts with CPAs Cynthia Harelson and Gerald Burns.
- The 2024 Summer Reading Program kicked off on June 15. The Bugs R Us program had 160 children on June 18 in Grants Pass, and 15 children with 30 participants total at Wolf Creek. The program will be repeated in Grants Pass and Williams.
- The FY23 financial audit with Pauly Rogers LLC accounting firm is seven months late.
- Ms. Lasky pointed out stories in the director's report about Mandarin books in the Language display, the Pride display, and firefighters using the Williams communication booth to take their wildland firefighters tests.
- Challenges include trash on the grounds and religious tracts being found in books.
- Starting July 1, Internet speeds are increasing from 100 to 500 Mbps at the rural branches, and from 500 Mbps to 1 Gbps in Grants Pass. This is made possible by the E-Rate Internet service discount through the FCC.
- The partnership with Project Youth+ providing library interns is expanding.
- Community outreach is robust, with many tabling opportunities. The board discussed a mascot for outreach, for example, Reading Rex or Sasquatch.
- Nine volunteers with Serve Grants Pass supported the Williams branch on May 18.
- The Grants Pass branch is hosting an exchange volunteer from France this summer.
- Ordered new collection of early literacy Vox books, books with built-in audio so no additional equipment is needed. This is funded by the Dorothy Thompson Fund.
- Installed smart TV, Owl, and AED at the Wolf Creek branch.

Financial report. Ms. Lasky reviewed the May 2024 Financial Statement memo dated June 20, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 2024 (page 14 of the board packet), the P&L statement for Enhanced Library Services (grants) through May 2024 (page 15), and the Balance Sheet as of May 31, 2024.

ACTION ITEMS

First Reading: Personnel Policy Leaves. The board held its first reading and discussion of revised Policy 4-5-4, Leaves, updated according to SDAO recommendations.

First Reading: Personnel Policy Working Hours. The board held its first reading and discussion of revised Policy 4-3-1, Work Week, Working Hours, and Overtime, which clarifies compensatory time.

First Reading: Operations Policy 3-4-11. Parking Lot Use. The board held its first reading and discussion of revised Policy 3-4-11, Parking Lot Use. The policy states that patrons are limited to parking for a maximum of three consecutive days to allow for more patrons to access the parking lot and to prevent the use of the parking lot for housing.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library Foundation Executive Director Rebecca Stoltz reported that the spring drive saw 238 donors giving \$56,300, the most JCLF has ever raised in a spring drive. The drive was sponsored by Southern Oregon Sanitation, ZCS Engineering & Architecture, and Welch Investments.

The joint JCLF-JCLD board BBQ, including capital steering committee members, at Shad Shriver's home was a success, and will be repeated next summer. The JCLF board has welcomed two new board members. The steering committee also has several new members.

The JCLF board adopted its FY25 budget, which allocates funds for a variety of JCLD activities. The amount for library card sponsorships is increased from \$20,400 to \$30,000.

Community meetings about the New Grants Pass Library concepts are under way. Meetings with Spanish speakers and with library volunteers have taken place. Next are meetings with donors, business owners, and the community at large, all taking place in July. Ms. Stoltz will send the dates, times, and places for the meetings, which are facilitated by SOU professor Dee Fretwell. The board reviewed the four building concepts.

Ms. Stoltz has joined the new Main Street Grants Pass steering committee.

Facilities Oversight Task Force. Task force members Ms. Samson and Mr. Fahey referenced the FOTF Memo dated June 14, 2024. They discussed the Illinois Valley Renovation, which is scheduled for completion in August. Williams facilities projects will include a new awning over the garage door, landscaping, and possible signature art. Board members toured the Williams library site before and after the board meeting.

ANNOUNCEMENTS

Comments from board members. Board members discussed library outreach at Porchfest.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, July 17, at the Wolf Creek branch library.

ADJOURNMENT

The meeting adjourned at 7:41 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District