

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Wednesday, July 17, at 5:30 pm**  
**Wolf Creek branch | 102 Ruth Avenue, Wolf Creek, OR 97497**

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

**Members absent:** Kelly Robinson

**Staff present:** Library Director Kate Lasky, Wolf Creek Branch Supervisor Jennifer Belcher

**Contractor:** Grants Administrator Teresa Stover

**Partner:** Josephine Community Library Foundation Liaison Nancy Lester

**CALL TO ORDER.** Ms. Agosta called the meeting to order at 5:30 pm.

### **STANDING ITEMS**

**Approval of agenda.** Resolution 2026-007, Rotary Grant, was removed from the consent agenda, because that is a Josephine Community Library Foundation grant.

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

- a. June 18 Board Meeting Minutes
- b. Resolution 2026-001: Policy 2-4 Credit Cards
- c. Resolution 2026-002: Policy 3-3-7 Charging Lockers
- d. Resolution 2026-003: LGIP
- e. Resolution 2026-004: LSTA Grant

**Motion:** Mr. Fahey moved to approve the consent agenda.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

**Public comment.** Nancy Lester thanked library VolunTeen and summer intern Mary Wells for speaking at this morning's Board of County Commissioners meeting in support of the library.

**Correspondence.** A letter was received from City Councilor Rick Riker regarding opting out of the district. With guidance from the board president and VP, Ms. Lasky responded.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated July 17, 2025, highlighting the following items:

- Ms. Agosta has been invited to speak at the Jackson County library retreat tomorrow, discussing how JCLD dealt with the past year's challenges.
- Summer Reading Program is breaking participation records. The goal is 1,000 participants and so far there are more than 725 participants with three weeks to go. Participants have read 243,000 minutes of the 300,000-minute goal.
- The 2.5 percent COLA will be implemented in the first full payroll in July.
- The library director is starting work on the annual report.

- OverDrive ebook collection usage has increased, and significant purchases were made in May. This is happening while circulation of physical materials has decreased. Ms. Lasky will bring a collection budget update to the board quarterly.

**Financial report.** Ms. Lasky reviewed the June 2025 Financial Statement memo dated July 17, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through June 30, 2025, and the Balance Sheet as of June 30, 2025. Because these are the fiscal year-end reports, the forecast has been removed. The final FY25 financials will be completed in August. The board discussed the need for a 10-year budget projection.

## **ANNUAL MEETING**

### **FY26 Election of President and Vice President**

Mr. Fahey recognized the excellent service of Ms. Agosta as president and Ms. Selvig as vice president over the past year under challenging circumstances.

**Motion:** Mr. Fahey moved to pass Resolution 2026-005 to re-elect Ms. Agosta as President and to re-elect Ms. Selvig as Vice President.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **Bank Signers**

**Motion:** Mr. Fahey moved to pass Resolution 2026-006 to name Ms. Agosta, Ms. Selvig, and Mr. Fahey as bank signers.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **FY26 Meeting Date and Time**

**Motion:** Mr. Fahey moved to retain the third Thursday of each month at 5:30 as the regular board meeting date and time.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **Reaffirmation of the District Code of Ethics**

The board members reaffirmed their commitment to the district's Code of Ethics. Board members will sign the ethics affirmation form within 30 days of assuming or renewing board service. Ms. Lasky distributed the form to the board members attending in person. The form will be provided to the other two board members.

## **ACTION ITEMS**

### **Personnel Policy on Employee Status.**

The board of directors held its first reading of a revised version of Personnel Policy 4-3-1 Work Week, Working Hours, and Overtime. Ms. Lasky explained the changes. No additional changes were requested.

### **Personnel Policy on Telecommuting.**

The board of directors held its first reading of a revised version of Personnel Policy 4-3-4 Telecommuting and Remote Work Policy. Ms. Lasky explained the changes. No additional

changes were requested. Board members are asked to email Ms. Lasky if they have questions or concerns about either of the policies under first reading.

## **BOARD MEMBER REPORTS**

**WC update.** Wolf Creek Branch Supervisor Jenn Belcher reported on the Wolf Creek branch and the partnership with Sunny Wolf Charter School. She'd like to offer library presentations at the school when parents are present for school events and meetings. Landscape maintenance is set up for once a month at all four branches. The HVAC unit was recently replaced for \$8,700, paid by the library foundation.

**Library Foundation liaison report.** Library foundation board member Nancy Lester reported that thanks to a grant from the Marie Lamfrom Charitable Foundation, the foundation is working with the district to create the IV Library's outdoor learning area. It will be completed in time for the September event at the IV library. The area will include a sensory path, outdoor furniture, learning toys, sand tables, and more. The foundation has also received a \$1,500 grant for the Baby's First Book Program. The foundation recognizes the support and efforts on the capital campaign's steering committee.

**Facilities Oversight Task Force.** Mr. Fahey stated that the next FOTF meeting with ZCS will take place tomorrow as part of the schematic design phase for the new Grants Pass library. The agenda will include landscaping and the traffic study. The joint library board survey about the siding showed that the top contenders are hardiboard, composite, and dark brick. A fence around the front of the IV branch will be installed in the next month.

## **ANNOUNCEMENTS**

**Comments from board members.** None.

**Board vacation schedules.** None.

**Date and agenda items for next meeting.** The next regular board meeting will be at 5:30 pm on Thursday, August 21, at the Grants Pass branch library.

## **EXECUTIVE SESSION**

The regular board meeting adjourned at 6:33 pm to move into executive session pursuant to ORS 192.660(2)(e)(f). The executive session opened at 6:35 pm and closed at 7:04 pm.

**CALL TO ORDER.** Ms. Agosta called the regular meeting back to order at 7:05 pm.

## **ADJOURNMENT**

The board meeting adjourned at 7:05 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky  
Josephine Community Library District