

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, November 21, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

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

Members absent:

Staff present: Library Director Kate Lasky

Contractors: Grants Administrator Teresa Stover, Coraggio Group

Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Board Liaison Mary Walgrave

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

PATRON SURVEY RESULTS AND PRESENTATION. Representatives from Coraggio Group presented data and findings from the 2024 annual patron survey. The following are highlights:

- 2024 Patron Survey Results: 1,441 participants (20% increase from 2023), reflecting higher engagement.
- Active Cardholders: 25,910 across Grants Pass, Illinois Valley, Williams, and Wolf Creek branches.
- Patron Satisfaction: 63 percent rated their library experience as “excellent.”
- Library Visits: Physical books are the top reason, followed by digital resources. Patrons check out 20,000 physical items monthly.
- Program Attendance: Increased interest in creative, science-based, and lifelong learning programs.
- Facility Priorities: Expanded shelving, additional parking, upgraded Wi-Fi, and more quiet spaces.
- Digital Engagement: 80 percent of respondents visited the library’s website in the past year.
- Volunteer Satisfaction: 97 percent report feeling appreciated and fulfilled in their roles.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- a. October 17 Board Meeting minutes
- b. Resolution 2025-013: Policy 2-3
- c. Resolution 2025-014: Policy 3-1-2
- d. Resolution 2025-015: Policy 3-4-13
- e. Resolution 2025-016: Policy 4-3-2
- f. Resolution 2025-017: Operation Fund

MOTION: Ms. Samson 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 Andrew M Trust & Theresa L Trust.

Motion: Ms. Agosta moved to endorse an annexation petition from Kelli Sue Klein. Ms. Gotchall seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated November 21, 2024, highlighting the following items:

- The Illinois Valley branch Grand Opening is scheduled for Saturday, November 9 from 11am to 1pm. Board members are encouraged to attend. Carpooling approved.

Financial report. Ms. Lasky reviewed the October 2024 Financial Statement memo dated November 21, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through October 31, 2024, the P&L statement for Enhanced Library Services (grants) through October 2024, and the Balance Sheet as of October 31, 2024.

ACTION ITEMS

First Reading Revision Operations Policy 3-4-8 Emergency Preparedness. The board of directors held its first reading of a revised version of Operations Policy 3-4-8 Emergency Preparedness.

First Reading Revision Personnel Policy 4-2-1 Employee Status The board of directors held its first reading of a revised version of an Operations Policy: Patron Conduct.

First Reading Revision Board Governance Policy Article IV: Meetings. The board of directors held its first reading of a revised version of a Finance Policy: Cash and Purchasing.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- Annual drive is gearing up and will run to the end of the year. Funds will support the library.

Facilities Oversight Task Force.

- Wolf Creek received a new UV water filtration system in time for the visits of the Sunny Wolf children to resume.

ANNOUNCEMENTS

Comments from board members. The board discussed the Grants Pass facility and the continuance of the lease agreement between Josephine Community Library District and Josephine County for the use of the Grants Pass library facility. The lease is at no charge to

taxpayers and the facility has always served as a public library. The Josephine County Charter stipulates that the County will maintain a public library.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Thursday, December 19 in Grants Pass.

ADJOURNMENT

The board meeting adjourned at 7:08 pm to move into executive session.

EXECUTIVE SESSION

The board called the executive session to order at 7:08 to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The board closed the executive session at 7:14 pm.

Motion: Mr. Fahey moved to give the Board President the authority to negotiate any salary or benefits adjustments deemed appropriate. Ms. Samson seconded the motion, and the motion passed unanimously with votes from Mr. Fahey, Ms. Samson, Ms. Selvig, and Ms. Agosta.

ADJOURNMENT

The meeting adjourned at 7:15 pm.

Respectfully submitted,
Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District