

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, September 18, at 5:30 pm
Grants Pass branch | 200 NW C street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Kelly Robinson, Tina Gotchall

Members absent: Rachele Selvig

Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Operations Manager Jessica Perez, Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Shad Shriver

Contractors: Communications Specialist Teresa Stover

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:32 pm.

STANDING ITEMS

Approval of consent agenda. Consent agenda items included:

- a. August 21 Board Meeting minutes
- b. Resolution 2026-010: Policy 2-5

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

Ms. Robinson seconded.

Approved by Ms. Agosta. Approved by Ms. Gotchall.

Public comment. No public comment.

Correspondence. No correspondence

Annexation Petition Review: Annexation petition review: John R & Linda Pachaud, and Keith & Nancy Trahern, James F & Cheryl L Nelson

Motion: Mr. Fahey moved to endorse the annexation petitions for John R & Linda Pachaud, and Keith & Nancy Trahern, James F & Cheryl L Nelson.

Ms. Gotchall seconded.

Approved by Ms. Agosta. Approved by Ms. Robinson.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated September 18, 2025, highlighting the following items:

- Ms. Lasky and Ms. Perez shared that the Grants Pass branch now has a security guard contracted by Northwest Defense Contracting in response to an increase in incidents. To sustain this service, the district has requested partial financial support from the library foundation.

- Staff completed a “violence in the workplace” training by the Special District Association of Oregon.
- Josephine County maintenance reached out to let the library district know they would be repairing the roof at the Grants Pass branch on Sunday, September 21 and Monday, September 22.
- Movers and Groovers sensory storytime launched September 9 with full registration and waitlist interest.

Annual Report. Ms. Lasky presented the 2024-25 library district annual report which can be found on the library district’s website at josephinelibrary.org/about-the-library/district-information/strategic-direction/. To get there, choose DISTRICT INFORMATION from the ABOUT menu on the library district website. Next click STRATEGIC DIRECTION. The following are highlights from the report:

- eBooks and audiobooks are popular and grow in popularity every year.
- Circulation and turnover have decreased, heavily impacted by the closure of the Illinois Valley branch for renovation.
- Over the past fiscal year, the library hosted 523 youth programs and 89 adult programs for about 21,000 participants systemwide.
- Volunteer hours increased 17 percent during the 2024-25 fiscal year

Financial report. Ms. Lasky reviewed the August 2025 Financial Statement memo dated September 18, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through August 31, 2025, and the Balance Sheet as of August 31, 2025.

Capital Improvement Plan report. Ms. Lasky and Ms. Stoltz reported that the updated Capital Improvement Plan include capital improvements and maintenance. At the Grants Pass branch, a request was sent to Josephine County Maintenance to re-stripe the parking lot. At the Illinois Valley branch, installation is underway of a fence and an outdoor sensory path learning area funded by Josephine Community Library Foundation. In Williams, the Walnut tree was trimmed, and the garage door was repaired. Plans to do extensive repairs and maintenance at the Wolf Creek branch are underway.

ACTION ITEMS

Resolution 2026-011: Terminate 401k Plan.

Motion: Mr. Fahey moved to terminate the 401k plan for library district staff.

Ms. Robinson seconded.

Approved by Ms. Agosta. Approved by Ms. Gotchall.

Resolution 2026-012: Establish 457b Plan.

Motion: Mr. Fahey moved to establish a 457b plan for library district staff.

Ms. Gotchall seconded.

Approved by Ms. Agosta. Approved by Ms. Robinson.

First Reading: Operations Policy—Patron Conduct.

The board of directors held its first reading of a revised version of Operations Policy 3-1-2 Patron Responsibilities and Rules of Conduct.

First Reading: Operations Policy—Parking Lot Use.

The board of directors held its first reading of a revised version of Operations Policy 3-4-11 Parking Lot Use.

First Reading: Operations Policy—Library Grounds.

The board of directors held its first reading of a revised version of Operations Policy 3-4-12 Library Grounds.

First Reading: Operations Policy—Animals.

The board of directors held its first reading of a new Operations Policy about animals in the library.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Shriver reported that a donor appreciation event is coming up on September 28.

Grants Pass Friends of the Library. Ms. Roberts shared hundreds of community members are engaged with the Friends of the Library on social media and through their newsletter. Oregon PBS is going to do another special document the library's struggles with Grants Pass lease negotiations. Book Riot, a national media company, covered the story of the library's struggles with Grants Pass lease negotiations.

Facilities Oversight Task Force. In Illinois Valley, the front door hydraulics that had previously failed have been repaired.

A glass panel from the Library of Things display case at the Illinois Valley branch fell out and shattered due to a cabinet construction issue. The vendor has begun repairs, and new glass has been ordered.

The foundation has received a scope of work for ZCS for the next phase in the new downtown Grants Pass library project for design development. The foundation board will review the scope at the September board meeting.

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 Thursday, October 16, at the Grants Pass branch library.

ADJOURNMENT

The board meeting adjourned at 7:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo'.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District