

Save My Library Steering Committee Meeting Minutes 08-02-07
Josephine County Courthouse Room 157 - 7:00PM

Present

Jackie Balander
Charles D. Brown
Judy Christensen
Virginia Collins
Sharon Dilda
Barbara Ketley
Cathye Mason
Dale Matthews
Nancy Smith
Dave Toler
Cessa Vichi
Jon Wacker

Agenda

1. Questions for Committees
2. Date for General Meeting
3. Non-profit/Legal Committee
4. Suggestions for General Meeting
5. Additional Committees
6. Timeline
7. City Committee – Funds
8. Library Form – Focus
9. County Committee – Matching Funds
10. Other Libraries
11. Organizational Structure of Library Rescue Group
12. Role of Steering Committee
13. Website
14. Length of Meeting
15. Date for Next Steering Committee Meeting

Discussion, Decisions, etc

- By a show of hands, everyone was in agreement that Jon Wacker would act as facilitator for the meeting.
- Judy Christensen was asked to be the timekeeper
- Virginia Collins volunteered to write notes on the flipchart
- It was determined that the meeting will end at 8:30PM.
- Agenda items will not be discussed in order.
- Meeting Minutes will be e-mailed to all those in attendance.
- It was discussed that we need to communicate to all other committees that were appointed and that they need to get together; select a chairman, if possible, and those selected chairs need to attend the next meeting. First priority are the City, County, and Legal Committees, as the Steering Committee meeting of August 2nd determined specific tasks for those three groups to accomplish.
- Dale Matthews will be the liaison between the Steering Committee and other committees.
- This Steering Committee will put together questions for the other committees (see questions listed below).

- The Steering Committee will bring suggestions to the General Meeting, which will be voted on at that time.
- Cathye Mason will be recognized as the temporary chair for the City Committee. Also, if there is a Budget Committee, Cathye volunteers to be on that committee, as does Dale Matthews.
- The County Committee has had their first meeting and Charles D. Brown is the chair.
- Possible additional committees to be discussed in more detail at next Steering Committee Meeting:
Budget / Administrative
Volunteers / Staffing
Continuity – look at other efforts; i.e. library district
- MOTION: Move that Steering Committee recommends to the general membership that we focus our efforts on a non-profit and public partnership for the opening of our libraries. Motion seconded and passed.
- MOTION: To expand the role of the City Committee to include Cave Junction as well as Grants Pass. Motion seconded and passed.
- MOTION: Steering Committee be as appointed in Kevin Widdison's e-mail, including those on the attendance list for this meeting and the chairs of the other various standing committees. Motion seconded and passed.
- MOTION: Dale Matthews is to set up the website savemylibrary.com and include e-mail addresses for Steering Committee members. Dale will also set up a telephone number. Motion seconded and passed.
- General meeting to be held Wednesday, August 29th, 7:00PM. Location to be determined by Dale Matthews.
 - The Daily Courier, First Friday, and the Illinois Valley News will be notified of the General Meeting by Dale Matthews. It will also be posted on savemylibrary.com website and everyone will be emailed.
- It was agreed that whoever attends the General Meeting will be the voters.

Questions for Committees:

COUNTY:

1. What will the options for leasing/owning the library properties be?
2. Who will be responsible for capital maintenance of the facilities?
3. What will be the cost of leasing the materials and building be?
4. What funding from the county can the non-profit anticipate?
5. How will the lease of the Wolf Creek facility be handled? What is the status of the current agreement?
6. Is the County pursuing a plan of action with any other group? Are we duplicating efforts?

CITY:

1. What funding if any could the non-profit anticipate from the city for the city facility and others?
2. Is the city interested in taking over and running the Grants Pass or Cave Junction Branch of the library at any time?
3. What role in the governance of the library system would the city like to have?

4. Is the City of Grants Pass or the City of Cave Junction currently pursuing a plan of action with any other group? Are we duplicating efforts?

LEGAL:

1. When would the articles of incorporation and by-laws for the non-profit be ready for approval by the board or group?
2. What type of governance would be needed to meet the state requirements of the non-profit?
3. How long does it take to set up and have approval of a new non-profit?
4. When can this new entity start to take donations?
5. Can donations be made to another non-profit and then transferred to the new one when it is ready?
6. Can the City take over a County library?
7. How to accumulate donations in the interim and transfer if necessary? (If iTV is going to be the temporary until permanent non-profit, will it be legal to transfer funds from iTV's account into the tax ID #? Do we need a new one and how would that happen?)

Tasks for Legal Committee:

- o The legal committee to get copies of the legal papers, etc. for the three non-profit organizations already mentioned – Friends of the Library, Library Foundation and iTV.
 - Obtain information on their bylaws, etc. to determine both their legal ability and willingness to act in the capacity required for a public-private partnership
- o Determine how one sets up a new non-profit including costs and time frame. Determine if there are any other suitable non-profits available.
- o Legal Committee to evaluate and make a decision on the non-profit.
 - Can we do this with a non-profit
 - Legal aspects of forming non-profit
- o Need to determine legal timeline for setting up a non-profit. Determine how long it takes for the legal ramifications for non-profit.
- o Legal committee should look carefully at the offer from iTV and clearly state any objections to be discussed.
- o Legal Committee to look into money that is in County Trust for the Library Foundation.

Items to be Discussed at Next Steering Committee Meeting

- Additional Committees
- Non-profit vs. Other
- Questions for Fund Raising and Publicity Committees
- Timeline
- All other agenda items not resolved at the August 2nd meeting

Next Steering Committee Meeting

Date: Tuesday, August 7, 2007

Time: 7:00 PM

Location: Josephine County Courthouse Room 157