

**Minutes of the Steering Committee
of the Josephine Community Libraries
Tuesday, September 18, 2007**

Meeting Location and Time:

The Steering Committee met in Room 157 of the Josephine County courthouse. Chair Cathye Mason called the meeting to order at 7:00 pm.

Present:

Jackie Balandier, Charles Brown, Judy Christensen, Virginia Collins, Dennis Doyle, Michele Gester, Bonnie Johnson, Dale Matthews, Linda Naydol, Nancy Smith, Dave Toler, Jon Wacker and Doug Walker. Members not present: Barbara Ketley, Teresa Stover and Cessa Vichi.

Approval of Minutes:

Bonnie Johnson's name was corrected in *Changes to the Steering Committee*.

Dale corrected the vote on the motion under **Old Business** to read that two had voted for it, the rest abstained.

Motion: Judy Christensen moved that the corrected minutes for September 11 be accepted. Nancy Smith seconded. The motion passed unanimously.

OLD BUSINESS

Organizational Chart:

Jon Wacker presented the revised organizational chart to represent the steering committee at this time. On the back he printed the membership information list Teresa Stover had sent out. He will add Dennis Doyle as chair of the budget committee. The following people requested that they be added to committees: Judy Christensen, Bonnie Johnson, Dale Matthews and Jon Wacker to the budget committee; Doug Walker to the fundraising committee; and Judy Christensen to the legal committee. Nancy Smith volunteered to be on a membership subcommittee when one is formed. Jon stated that he is working on a database in Access to make updating the chart easier.

Motion: Charles Brown moved that we accept the organizational chart, recognizing that it will always be a work in progress and as such will be continuously updated. Doug Walker seconded. The motion passed unanimously.

Project Planning Team:

Michele Gester reported that only two of the group were available to meet, so the meeting was informal. The suggestion to the steering committee is that assigning dates and names for action items can help us track progress.

Contact List from Dale Matthews meeting:

Cathye Mason said Teresa Stover had asked her to follow up on the contact list that Dale Matthews has agreed to share with the steering committee. Mr. Matthews stated he is calling each person who signed the list and asking permission to pass along contact information to the steering committee. He said that some of the people have not yet returned his calls, and he is waiting to complete all contacts before submitting the names and information.

Action Item: Dale Matthews will finish calling the people who signed the list at the meeting at the Grants Pass Performing Arts Center, and will pass along the information for those who agree so that they can begin getting library information and opportunities to volunteer.

Interim Foundation:

Judy Christensen reported that the Library Foundation felt that Rogue Community College Foundation is better set up to accept donations on behalf of our group because they have a paid director who coordinates and manages funds. In addition, as soon as our group becomes incorporated and opens a bank account, the Library Foundation will donate \$5,000 for initial setup expenses (e.g., to pay fees to establish a 501(c)(3), publicity costs, etc.)

As agreed last week, the fundraising committee will approach the RCC Foundation to accept donations on behalf of our group.

Discussion included possibly having more than one fund to which people could donate. Having people donate directly to our group with the understanding that we would *probably* get non-profit status was rejected because of the inherent risks. It was noted that those people who do not need to be able to claim tax deductions can contribute directly to our group as soon as the incorporation status is achieved.

Action Item: Virginia Collins will contact the RCC Foundation requesting that they collect funds for our group on an interim basis. Should they not accept, she will contact the Chamber of Commerce Foundation.

Subcommittee Budgets

Cathye Mason asked that subcommittees come up with a budget for whatever they project they will need for operating expenses. We will be able to fund approved requests from the \$5,000 donated by the Library Foundation.

Action Items:

1. Each subcommittee chair (and Cathye Mason, for the steering committee) will survey needs and submit a request for funds to the budget committee. ***Due Tuesday, 9/25***
2. The budget committee will compile an overall budget and present it to the steering committee for approval. ***Due Tuesday, 10/2.***

SUBCOMMITTEE REPORTS

County:

The county commissioners, in a 2-1 vote, passed the grant proposal submitted by Dave Toler. It is not clear if all 4 branches of the library need to be opened at the same time, or if we can begin with one or two and phase in the others. We will need a target date for all branches being up and running.

Action Items:

1. County subcommittee will outline a grant proposal. ***Due Tuesday, 10/2***
2. Dave Toler and Charles Brown agreed to outline what the BOCC will be seeking in nominees to the Board of Directors. ***Due Tuesday, 9/25.***
3. All steering committee members will be thinking of who may be appropriate nominees for the Board of Directors so that we can begin recruiting. ***Ongoing.***

Budget:

Dennis Doyle received the library budget today. The committee will meet to review it. Action item from last week moved up one week.

Action Item: Once the incorporation papers have been processed, the budget committee will get an employer Identification number (EIN) and open a bank account so that non-tax-deductible contributions, including the funds from the Library Foundation, can be accepted.

Fundraising:

This committee will not meet until the interim foundation has been identified. However, they have discussed possible fundraisers, including a Read-a-thon, an event with kids dressed as their favorite books, and participation in Read Across America and in National Library Week.

Legal:

The incorporation papers will be faxed tomorrow, and it is expected that we will have approval by next Tuesday's meeting.

Bill Mansfield is out of town until mid-October, but has promised to give us the Oregon state laws that must be addressed as well as sample bylaws to use as a model. In addition, good ideas have been e-mailed to committee members.

Publicity:

After much discussion, the steering committee agreed to a name change.

Motion: Jackie Balander moved that we accept *Josephine Community Libraries, Inc.* as our new name. Linda Naydol seconded. The motion passed unanimously. Dennis Doyle will ensure that the incorporation papers bear our new name.

This subcommittee has been waiting for a final name before generating new logos to present to the steering committee.

Our Web domain name, donated by RogueLink, is proposed as josephinelibraries.org. It was suggested that multiple names be redirected to our site (e.g., if someone types in josephinecommunitylibraries.org, our site will come up). Metatags should also be inserted so that we will be recognized by search engines such as Google, Yahoo, etc.

An audience member expressed concern about past problems keeping the domain name if we decide to leave RogueLink. She was asked to communicate directly with Teresa Stover, who is currently working with RogueLink.

Our Web site will include basic information about our group, our Frequently Asked Questions (FAQs), and a wish list for businesses and individuals who are interested in making in-kind donations. Volunteers will be directed to contact Jen Roberts at jroberts0307@hotmail.com regarding the wish list.

Action Item: All committees need to send Jen Roberts wish list items which include budgets (with a copy to Dennis Doyle so he can track budget requests).

Those interested in helping plan the General Public Meetings in Grants Pass and Cave Junction are invited to the publicity subcommittee meeting on September 29 at 10:00 am at the Coalition for Kids. This meeting will discuss how much time is needed to prepare, including designing and printing some or all of the following: pledge cards, flyers, posters, bumper stickers, FAQ's, t-shirts and hats.

NEW BUSINESS

Videotaping:

Cathy Mason stated several committee members had shared with her their concern about Dale Matthews (of iTV) videotaping our meetings. Discussion ensued wherein Mr. Matthews stated that he kept the tapes for his own personal records to ensure accuracy. Others expressed apprehension about the possibility of the tapes being edited, taken out of context and/or rebroadcast. Doug Walker suggested just having audio tapes, with copies to Mr. Matthews, the secretary, and our historian, but gave up the idea when it appeared that implementation would be too cumbersome.

Motion: Cathy Mason moved that iTV not videotape our meetings. Virginia Collins seconded. Three opposed, three abstained, and seven voted for the motion. The motion carried.

State Librarian:

Virginia Collins reported that she had contacted the Oregon State Librarian, Jim Scheppke, in the process of looking for grants. Mr. Scheppke offered a lot of information, including policy guidelines for achieving minimum threshold service standards to be eligible for library grants.

Action Item: Virginia Collins will contact Jim Scheppke to see if he would be willing to come to Grants Pass to offer guidance to our steering committee and subcommittees.

Williams Communiversity:

Bonnie Johnson informed us that the Williams Communiversity has requested that the BOCC allow it to run the Williams Branch of the library as a book exchange or, if that were unfeasible, as a reading room run by volunteers. The BOCC has not responded to the request yet.

Library Training:

Judy Christensen shared a flier sent to the Library Foundation about upcoming trainings. Cathy Mason has the flyer.

RCC Student Government connection:

Jarrood Goode, RCC student body president, offered to enlist students on campus to help recruit patrons and participate in fundraising.

Adjournment:

The next meeting will be held at 7:00 pm on September 25 in Room 157 of the Josephine County Courthouse. The meeting was adjourned at 8:40 pm.

Respectfully submitted,
Michele Gester, member
Josephine County Steering Committee