

**MINUTES OF THE STEERING COMMITTEE MEETING  
for Josephine Community Libraries  
Tuesday, September 25, 2007**

**MEETING LOCATION AND TIME**

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

**PRESENT**

Steering Committee members present were Jackie Balander, Charles Brown, Bonnie Johnson, Cathye Mason, Dale Matthews, Nancy Smith, Teresa Stover, Jon Wacker, and Doug Walker. About 11 guests were also present.

Steering Committee members not present were Judy Christensen, Virginia Collins, Dennis Doyle, Michele Gester, Barbara Ketley, Linda Naydol, Dave Toler, and Cessa Vichi.

**AGENDA**

Chair Cathye Mason presented the following as the meeting's agenda.

1. Approval of Minutes from 9/18/07
2. Old Business
  - Subcommittee Reports
    - County
    - Budget
    - Fundraising
    - Legal
    - Publicity
3. New Business
  - State Librarian Visit
  - Other
4. Public Comment

**1. APPROVAL OF MINUTES**

Teresa Stover reported that Virginia Collins had called to point out that her action item under "Interim Foundation" was to contact Kevin Widdison to contact the RCC Foundation.

Dale Matthew distributed a sheet to all Steering Committee members containing the definition of "apprehension" to clarify the item under "Videotaping."

**Motion:** Doug Walker moved, Jackie Balander seconded, and the motion carried that the minutes of the 9-18-07 meeting be accepted with Ms. Collins' correction.

**2. OLD BUSINESS**

**Subcommittee Reports**

**County.** Cathye Mason shared an e-mail message from Dave Toler which outlined preliminary criteria that the Board of County Commissioners would likely use in determining eligibility of a nonprofit to receive the \$300,000 grant of matching funds. These criteria included incorporation and 501(c)(3) status, having raised \$300,000 in cash, a 3-5-year business plan for library operations, and an effective and experienced board of directors. This board of directors would need to include members who represent proven skills in legal, administrative, financial, and fundraising skills as well as experience in governing a nonprofit organization.

Charles Brown reported that he was working on data for grant criteria.

**Action Item:** Charles Brown will have draft grant criteria by October 2.

**Budget.** Charles Brown reported that we now have an Employer Identification Number (EIN). He also reported that Dennis Doyle has set up a checking account for approved Steering Committee petty cash expenses, with Nancy Smith as the co-signer for the account.

Mr. Doyle will also open another account for Josephine Community Libraries, Inc. Mr. Doyle and Teresa Stover will be signers, with Cathye Mason responsible for account reconciliation.

**Action Item:** Mr. Doyle will open a checking account for JCLI.

Jon Wacker reported on subcommittee budget requests. The Budget Committee has collected information from the committees (Steering, Budget, County, Fundraising, Legal, and Publicity).

**Action Item:** Mr. Wacker will finalize the budget by October 2.

Randy Richardson stated that the Library Foundation has committed to donate \$5,000 to JCLI. The Steering Committee thanked Mr. Richardson for the contribution.

**Fundraising.** Doug Walker reported that the Fundraising Committee met on September 24, and that Jennifer Wheatley, Executive Director of the Rogue Community College Foundation, will serve as the custodian non-profit to accept tax-deductible donations on our behalf until we obtain our 501(c)(3) status from the IRS as a non-profit organization.

**Action Item:** Cathye Mason will send a letter to the RCC Foundation to formally request that they accept donations on our behalf.

**Action Item:** Kevin Widdison will call Ms. Wheatley to inquire about donation receipts.

Checks and money orders should be paid to the order of "RCC Foundation/Josephine Community Libraries." It was suggested that a stamp be made.

Mr. Widdison reported that he has obtained a post office box at his own expense. Donations can now be sent to Josephine Community Libraries, P.O. Box 1684, Grants Pass, OR 97528.

There will be a process for collecting the checks, processing the contact information and amounts, and maintaining this information in a membership database.

**Action Item:** Teresa Stover will provide a blank of the contacts spreadsheet that can be used to enter donor information for incorporation into the master contacts database.

**Action Item:** The Publicity Committee will develop a three-panel (tri-fold) brochure which includes a donation form and instructions on how to donate.

**Action Item:** The Publicity Committee will create a standalone donation form to be used for in-person contributions. A receipt book will also be obtained for those who make contributions direction to Josephine Community Libraries without going through RCC Foundation for the tax deduction.

The issue of the formation of a membership committee was raised. This committee would determine member categories as well as any premiums or privileges. It was pointed out that we should use the term "patrons" or "donors" but not "members." We should also use the term "contributions" or "donations" but not "dues" because of legal and tax implications.

The fundraising gala event was also discussed, which is now planned for February/March.

Mr. Widdison reported that the Fundraising Committee is exploring fundraising ideas, and has developed a budget for \$1,000 through the end of this year. The next Fundraising Committee meeting will be October 1, 12-1 pm at the Josephine County Courthouse, Room 157.

**Legal.** Charles Brown reported that no committee chair has been selected yet.

Mr. Brown announced on September 21, we received our incorporation papers from the state of Oregon. Mr. Brown presented the original incorporation papers to Chair Cathye Mason for safekeeping, and asked that copies of the papers be returned to the Legal Committee. After the bylaws are completed and the board of directors appointed, we can file the 501(c)(3) papers.

Mr. Brown stated that Bill Mansfield will have a draft of bylaws when he returns after October 4.

**Action Item:** Bill Mansfield will provide a draft of bylaws for advance review by the members of the Steering Committee for detailed review at the following meeting.

Ms. Mason announced that as of January 1, her availability and those of other Steering Committee members will diminish. Because of this, she stated the importance of installing a board of directors as soon as possible.

There was discussion about the process for seeking and choosing the first board of directors. A size of the board between 4 and 20 was suggested; this number will be stated in the bylaws. Various board candidates were suggested. Doug Walker volunteered to coordinate the process and nomination of the board of directors.

**Action Item:** Dave Toler will be asked whether the county has an application form that's used when people are applying for a county committee appointment.

**Action Item:** Bonnie Johnson will attend the next Josephine County Library Board meeting on September 26, 2007.

**Action Item:** Teresa Stover will send the list of suggested board candidates to Mr. Doug Walker.

**Action Item:** Publicity materials that include a call for board members will use Doug Walker's name and number as the point of contact.

**Publicity.** Dale Matthews had sent a list of seven people to the Steering Committee representing those who had participated in the August 29 Save My Libraries meeting.

Ms. Stover reported that she and Cathye Mason will send a press release on September 26.

Ms. Stover reported that Jen Roberts is compiling the wish list of in-kind items needed by the various committees. She'll start with the budgets submitted by the committees.

The date of the public meeting was suggested as the week of October 22. Ideas for the meeting include a PowerPoint presentation indicating accomplishments to date and the action plan, as well as solicitation of donations. Also suggested was buttons and bumper stickers for sale, a suggestion sheet for the library, and volunteer signups.

**Action Item:** The Publicity Committee will meet on September 29 to discuss the development of the brochure and the public meeting.

**Action Item:** Kevin Widdison will find out when Ann Basker Auditorium is available the week of October 22.

Ms. Stover reported that she had researched the Web domains of [www.josephinelibraries.org](http://www.josephinelibraries.org), [www.josephinecommunitylibraries.org](http://www.josephinecommunitylibraries.org), and [www.josephinecommunitylibrary.org](http://www.josephinecommunitylibrary.org). These were

taken on September 19. She asked if anyone had reserved those domain names for the organization, but no one present stated any knowledge of it. She stated they still have [www.josephinelibrary.org](http://www.josephinelibrary.org) reserved, so that can still be used if the others are indeed unavailable.

**Action Item:** Teresa Stover will research the owners of the three domain names and report back to the Steering Committee by October 2.

### 3. NEW BUSINESS

#### State Librarian Visit

Cathy Mason stated that the Oregon state librarian, Jim Schepke, will be spending 4-9 pm with us on Tuesday, October 2. The Steering Committee set up the schedule as follows:

4:00-4:45 pm Fundraising Committee

4:45-5:30 pm Publicity Committee

5:30-6:15 pm Budget Committee

6:15-7:00 pm Legal Committee

7:00-9:00 pm Steering Committee

**Action Item:** Virginia Collins will be asked to coordinate the visit, including dinner.

**Action Item:** Cathy Mason will research meeting rooms and send email.

#### Other

Bonnie Johnson discussed the fact that a budget of \$600,000 would not provide much in the way of services, especially for four branches.

**Action Item:** The Budget Committee will develop budgets that reflect a minimum, medium, and ideal level of service.

Charles Brown asked to revisit the motion passed at the September 18 meeting in which videotaping by Dale Matthews of iTV was banned. He stated that his concern was that such a ban is unfair, and should be rescinded. There was discussion of fairness with others who might want to videotape our meetings as well as trust issues regarding the use of the videotapes.

**Motion:** Charles moved that the motion passed at the September 18 meeting, which stated that iTV not videotape the Steering Committee meetings, be rescinded. Jon Wacker seconded the motion. By a roll call vote, Charles Brown, Jon Wacker, and Dale Matthews voted in favor; Bonnie Johnson, Doug Walker, Teresa Stover, and Cathy Mason voted against; and Jackie Balander abstained from the vote. The motion did not pass so the rule will remain as is.

### 4. PUBLIC COMMENT

There was no further public comment.

#### NEXT MEETING

Cathy Mason announced that the next Steering Committee meeting will be held at 7 pm on October 2, 2007, in Room 157 of the Josephine County Courthouse. Ms. Mason adjourned the meeting at 8:45 pm.

Respectfully submitted,  
Teresa Stover, Secretary  
Josephine County Team Steering Committee