

**MINUTES OF THE STEERING COMMITTEE MEETING
for Josephine Community Libraries
Tuesday, October 9, 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, Dennis Doyle, Michele Gester, Cathye Mason, Dale Matthews, Nancy Smith, Teresa Stover, Dave Toler, Jon Wacker, and Doug Walker. About 14 guests were also present.

Steering Committee members not present were Judy Christensen, Virginia Collins, Bonnie Johnson, Barbara Ketley, Linda Naydol, and Cessa Vichi.

1. APPROVAL OF MINUTES

Motion: Nancy Smith moved, Doug Walker seconded, and the motion carried that the minutes of the 10-2-07 meeting be accepted as written.

2. OLD BUSINESS

Publicity Committee Update

Logos. Teresa Stover reported that the design team of the Publicity Committee, consisting of Robin Elliott, Liz Medley, and Cheryl Edstrom have been working on logos. She presented three candidates for logos. The Steering Committee favored the logo with the small vertical "Josephine" and large "LIBRARIES," although the merits of the others were discussed.



Action Item: The Publicity Committee will continue to develop the logo to its completion.

Slogans. More than 20 slogans created by Maddy Walker's fourth grade class at Parkside Elementary School were posted on the wall. The efforts of the class and Ms. Walker were recognized with a round of applause from the committee and audience members.

Ms. Stover presented the three top slogans, based on ideas from the fourth graders as well as other Publicity Committee members. These are "Open the doors to knowledge," "Open a world of possibilities," and "Knowledge is power." The Steering Committee discussed the merits of each slogan. The consensus was that it's important to have "Open" and "door" in the slogan, to have a slogan that can be slightly revised for specific purposes such as fundraising, and that can work well both while we're moving toward opening and after opening. The consensus of the committee was to choose "Open the doors to knowledge" as our slogan.

Action Item: The Publicity Committee will use the "Open the doors to knowledge" slogan in all printed and electronic communications.

Brochure. Ms. Stover presented three mockups of the trifold brochure which each include a donation form and asked that anyone with further input about layout or copy contact her.

Action Item: The Steering Committee will offer suggestions they may have and the Publicity Committee will continue to develop the brochure.

Legal Committee Update

Bylaws. Attorney William Mansfield reported that he had mailed draft bylaws to members of the Steering Committee. He distributed additional copies. He stressed that bylaws should be kept as simple and as general as possible, while more specific items of governance be handled in policy resolution. Although the board can always revise the bylaws, any revision needs to be submitted and approved as part of our legal and tax status which can take several weeks. Additions and revisions to policy resolutions only take a vote of the board of directors.

Motion: Jon Wacker moved and Dale Matthews seconded that we table discussion of the bylaws until the Legal Committee has reviewed the draft. Dennis Doyle, Charles Brown, Jon Wacker, and Dale Matthews voted for the motion. Jackie Balandier, Michele Gester, Cathye Mason, Nancy Smith, Teresa Stover, Dave Toler, and Doug Walker voted against the motion. The motion did not carry.

Board size. The Steering Committee discussed the ideal number of board members. The advantages of a smaller board (5-9 people) is that it's more workable for a new organization in terms of board member recruitment, cohesiveness, and quality. The advantages of a larger board (15-30 people) is that the workload is more evenly divided. Quorums were discussed. Mr. Mansfield recommended that we not specify the exact number of board members in the bylaws, but rather a range, like 5-15.

Members stated that the main functions of the board will be to set policy, manage contracts, and raise funds, with the support of subcommittees.

Action Item: The Legal Committee will meet on Sunday, October 14 to review the draft bylaws and make revisions for consideration by the Steering Committee.

Action Item: Anyone who has comments about items for inclusion in or exclusion from the bylaws should email their comments to Legal Committee members Charles Brown (machb@charter.net) or Jon Wacker (jlwacker@escsystems.net) before October 14.

Funds distribution upon dissolution. Cathye Mason stated that a question we're getting from potential donors is what happens to the funds raised if this organization disincorporates. The committee discussed the importance of putting this in the bylaws, rather than in a policy resolution, to emphasize the credibility and accountability of Josephine Community Libraries.

Motion: Nancy Smith moved and Doug Walker seconded that the Legal Committee should include the following in the bylaws: "Upon dissolution of Josephine Community Libraries, Inc., all assets will go to an organization(s) that benefits public libraries in Josephine County." Jackie Balandier, Dennis Doyle, Michele Gester, Cathye Mason, Dale Matthews, Nancy Smith, Teresa Stover, Dave Toler, Jon Wacker, and Doug Walker voted in favor, and Charles Brown opposed the motion. The motion carried.

Action: Teresa Stover will send this wording to the Legal Committee before their meeting on October 14.

Budget Committee Update

The Steering Committee discussed how much money we need to raise. The point was made that when we speak to the public, it needs to be with one voice so we're all saying the same thing. The consensus was that we are to say we are raising \$1 million. This includes the \$300,000 we hope to be granted by the county.

The committee then discussed the timeframe for raising the \$1 million. The consensus is that as an organization we state that we expect to raise \$1 million for each yearly fundraising cycle, as this was the minimal budget the library had in 2006. If we can reach this goal by next summer, we could open the library by the end of 2008.

Action Item: Our message is that we are expecting to raise a million dollars which will be about a year's budget. Teresa Stover will revise the FAQs with this statement and will also make sure this is stated in the brochure.

The question was raised regarding at which level we are trying to open the library, how much would be budgeted for the first year, how much would be carryover to following years, and how much would be administrative costs. If we raise more than we need for the first year of operation, the board will need to decide whether they offer more services or carry over to succeeding years.

Action Item: The Budget Committee is tasked to develop the budget at different levels so that we can see what our options are.

The group discussed the importance of being able to deliver what we promise or risk frustration from the public. The group also discussed the need for sustainability over the years. The point was made that sustainability applies not only to the stretching of funds, but also to employees. In the final months of the library, employees were stretched to the max, and the types of schedules they had to work were not sustainable over the long term.

It was suggested that we talk with other large nonprofit organizations in the area such as the Boys & Girls Club, Gospel Rescue Mission, United Way, and Relay For Life, to find out how they set their goals and timeline. It was also suggested that we ask for yearly pledges or five-year pledges as part of our long-term plan for sustainability.

Action Item: The Fundraising Committee was tasked with researching fundraising goals and timelines with other nonprofit organizations in the community.

County Committee Update

Charles Brown distributed the Grant Request Outline to the Steering Committee, which lists the types of information we'll need to compile for our grant request to the county for the \$300,000 in matching funds. Dave Toler stated that a description of the population benefited by the library, the number of people served, and any programs for children, seniors, and other populations might also be requested.

3. NEW BUSINESS

Committee Proxy

Charles Brown stated that he will be out for several weeks starting October 23, and he'd like Gary Van Dyke, who is also on the County Committee, to sit in for him with voting privileges.

Motion: Charles Brown moved, Nancy Smith seconded, and the motion carried that while Charles Brown is absent, Gary Van Dyke will be decreed a voting member of the Steering Committee.

Contracting for Library Operations

Michele Gester asked for feedback from the Steering Committee regarding Jim Schepcke's recommendation that we contract with another organization that already operates libraries to help us operate our libraries. Some said we should not rule it out, and that it should be an option for board consideration. It was suggested that we approach one of the organizations and see what might be involved, how much it would cost, and if they'd even consider it.

One point was made that if we're asking another entity, such as a college or school district, to help with library operations, we need to identify the benefit would they get from the relationship. Their workload restrictions are already maxed out, so they'd need to add staff to take this on.

Another point was that besides payment for the contractual relationship, benefits could include student employment, resources for early childhood education students, and benefits to their general student body and to the community at large.

Action Item: Michele Gester will speak with RCC to explore the idea of contracting library operations. She will report her findings at the October 16 meeting.

The committee acknowledged that we're trying to do something that's never been done before, as either a private nonprofit organization running a library on donations from patrons or as a public-private partnership. Either way, what we're doing now will carry on as a legacy for years.

The committee discussed other ideas that Jim Scheppke had mentioned last week for sustaining our libraries, including a levy or library district. It was pointed out that such a levy or library district could ask for less money to provide for a good library system. It was clarified that we are not proposing to raise \$1 million per year in addition to a levy. As a nonprofit, we are not allowed to engage in political activities.

The group discussed the possibility of forming a regional library system in the future, and the fact that there is a strong and successful movement in the Northwest to do this.

4. PUBLIC COMMENT

City Councilman Bill Kangas spoke to the size of the board of directors. He acknowledged that three is too few, but that with even as many as eight people, it can take a fair amount of time for a board to become functional. He recommended that we start with a smaller board in the beginning, then work toward a larger board as the organization grows. If you start too large, people will drop out more quickly.

Action Item: Dave Toler reiterated that he will attend City Council meetings as a representative of the Steering Committee.

A member of the Friends of the Symphony board stated that a group of 20 is workable, because they are a working board, and with 20 they don't get burned out. She said that 17-20 people show up at each meeting, so there's never a problem with achieving a quorum.

NEXT MEETING

Cathye Mason announced that the next meeting will be held at 7 pm on October 16, 2007. The Josephine County Courthouse conference room will not be available to us much longer and we need to discuss another meeting location. Ms. Mason adjourned the meeting at 8:35 pm.

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