



**Minutes of the Steering Committee
of the Josephine Community Libraries
Tuesday, October 30, 2007**

Meeting Location and Time

The Steering Committee met at Club Northwest. Chair Cathye Mason called the meeting to order at 7:00 pm.

Present

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

Approval of Minutes

Motion: Doug Walker moved that the minutes for October 23 be accepted. Barbara Ketley seconded. The motion passed unanimously.

OLD BUSINESS

Budget

Our account had \$232.00 and received a check for \$1,000. Nancy Smith submitted receipts for \$106.42 to print and mail 88 "VIP" invitations to the public meeting on November 6. There are still some being processed included in the receipts. VIP names had been previously submitted to Nancy, and included the people in charge of service organizations, potential board members, the Library Foundation members and members of Friends of the Library.

Motion: Cathye Mason moved, and Doug Walker seconded, that the expenses be approved and Nancy be reimbursed. The motion passed unanimously.

Public Meeting

Cathye Mason stated she received a lot of input on organizing the public meeting that will be held next Tuesday night. She summarized by saying that the general feeling is that we should go ahead with the meeting, but re-examine our goals and presentation strategies. As a result of discussions with people who contacted her, she suggested that rather than simply sharing what we have done so far, we should shift our goal to briefly sharing, then actively soliciting ideas, input, time, and energy in addition to funding. To this end, we would re-organize the meeting into an information fair. This process will help us build a sense of community, and by being interactive, we are involving the community. The intent is that we demonstrate, by the method of sharing information, the concept that our library is a community action and commitment.

The idea was well-received, although Dale Matthews expressed concern that not all steering committee members were included in the discussion (outside of this steering committee meeting) that led to this suggestion.

After discussion and brainstorming, the steering committee agreed upon the following format:

We will have 4 stations (made up of 2-3 tables):

- Budget
- Fundraising
- Governance (including Board recruitment and legal)
- Publicity and Action Plan (including volunteers)

A suggestion board will be centrally located, with 3 x 5 cards and tape. A central suggestion box, as well as suggestion boxes at each station, will also be available.

Each subcommittee will be responsible for:

- Decorating its station
- Handouts (deciding which ones and getting them printed – keep receipts!)
- Presentation (if there are points still in discussion, please present both sides of debate)
- Suggestion box

Action Items:

If the subcommittee feels a need for steering committee approval, it may submit questions or materials for input/approval.

Steering Committee and subcommittee members will wear name tags and ribbons on their buttons to identify them as willing to answer questions.

Nancy Smith will make signs for each stations

Publicity will provide 3 x 5 cards, pencils and tape.

Kevin Widdison volunteered to get a role of newsprint to collect taped suggestions

Nancy Smith and Jackie Balandier will decorate. You are cordially invited to join them at 6:30!

Doug Walker is coordinating food and drink. If you are not on his list and want to bring something, please contact him.

Barbara Ketley is coordinating clean-up activities. She will need lots of help.

6:30 –Steering Committee and subcommittee members arrive and receive ribbons for their Library buttons. These ribbons will identify them so that people can approach and ask questions. Sub-committee members will arrive to set up tables and displays.

7:00 – The Josephine County Historical Players will do their presentation, followed by a welcome and introduction to the Library Fair by Cathye Mason

7:15 – Each station will give a short presentation (approximately 5 minutes), then allow time for questions. The same presentation will be given every 20 minutes so that people can attend all 4 stations if they wish.

Motion: Barbara Ketley moved, and Nancy Smith seconded that we proceed with the stations (fair) format. The motion passed unanimously.

By-laws

Bill Mansfield, our legal consultant, informed us that he will write a “legalese” draft of our bylaw, incorporating our changes as soon as the steering committee decides what we want to include. He will eliminate the public meetings clause, change the language about

appointing replacements to the board to as soon as reasonably possible, will add treasurer as a required officer and will split the job description for secretary and treasurer, adding that the Board of Directors may modify job duties. He asked the steering committee if we had any other changes; none were stated.

Bill suggested that now that we have articles of incorporation, we need an organizational meeting of the incorporators to nominate a Board of Directors. As soon as that is done, we are ready to send our paperwork to the IRS requesting non-profit (501 (3) (c) status).

The steering committee thanked Bill for his expertise, time and efforts. We invited him to the public meeting, and to dinner before the meeting. He accepted.

Motion: Nancy Smith moved and Doug Walker seconded that we invite our legal counselor to be our guest at dinner as thanks. The motion passed unanimously.

Budget

Dale Matthews, Jon Wacker and Dennis Doyle met with a representative from LSSI, the company that is running the libraries in Jackson County. He stated that LSSI gave a "casual presentation to the Josephine County commissioners when they were in the area giving a presentation to the Jackson County commissioners. Dale shared with us the content of their discussion.

Asked if LSSI is aware of any other group running a library as a non-profit organization, they replied no.

Asked what LSSI thinks of our chances of succeeding, the response was not encouraging; they indicated that we have a tough ramp to climb.

When asked if LSSI would help us recruit qualified staff, they replied that in Jackson County everyone was local.

They indicated there are no problems with the unions.

When asked about SOLIS, they stated that they are phasing out of SOLIS and will use their own less expensive system.

LSSI representatives made it clear that they would never work with any organization that doesn't have city, county, or state funding. They are not interested in working with Josephine County without sustainable funding.

Library Board Meeting

Bonnie Johnson reported on the Josephine County Library Board of Trustees meeting. She told us that the Library Board will hold closely to the Commissioners' requirement that the organization getting the grant have a 5-year business plan in place. She implied that the Library Board intends to be good stewards of county money. At the Library Board meeting it was restated that of the \$300,000 grant being offered, \$75,000 would come from the Library Trust and only \$225,000 from general funds. Judy Christensen clarified that the Library Board of Trustees is an **advisory** board only; it has no governing authority, and therefore can only advise, not act.

Bonnie also reported that the computers and routers, funded by SOLIS, are gone. Someone checks weekly to make sure mice are not invading. No meetings are being allowed in the Ben Bones room because the heat would have to be used and because the rest rooms are in the library portion of the building and security is unavailable there. Two of the computers from the library have been relocated elsewhere; the other 14 computers, purchased with a grant from the Gates Foundation, remain in the building.

Judy gave us a brief history lesson. When the library levy passed in the 1990s, our taxpayers agreed to 33 cents per thousand dollars would go to our library. However, the same bill put those library funds into the general fund. When the O&C funds evaporated, the county commissioners reallocated those funds, originally earmarked for the library, to other uses.

Board Recruitment:

Doug reported no change in the Board Recruitment effort.

Next Meeting

We may be able to meet in the cafeteria at Washington Annex (on 3rd and B) for free. Or we may be able to meet in the H Building on the RCC campus, also for free. Our first choice is the Washington Annex, as it is most centrally located.

Action Item: Judy will contact the county to confirm availability of the Washington Annex. We should know by next Tuesday's public meeting.

Respectfully submitted,
Michele Gester, member
Josephine County Steering Committee