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MINUTES OF THE STEERING COMMITTEE MEETING
for Josephine Community Libraries
Tuesday, November 20, 2007

MEETING LOCATION AND TIME

The Steering Committee for Josephine Community Libraries was held in the Marie Hill Conference Room at the Washington Annex. Chair Cathye Mason called the meeting to order at 7:10 pm.

PRESENT

Steering Committee members present were Charles Brown, Judy Christensen, Virginia Collins, Dennis Doyle, Michele Gester, Barbara Ketley, Cathye Mason, Linda Naydol, Dave Toler, Teresa Stover, Ginnie von Gal, and Doug Walker. Steering Committee members absent were Jackie Balander, Bonnie Johnson, Dale Matthews, Nancy Smith, Gary Van Dyke, Cessa Vichi, and Jon Wacker. Board nominees present were Elayne Smith, Bill Kangas, Nick Morgan, Corin Goodwin, Susan Ellsworth, and Bill Peterson. About 12 guests and subcommittee members were also present.

1. APPROVAL OF MINUTES

Motion: Michele Gester moved, Ginny von Gal seconded, and the motion carried that the minutes of the 11-13-07 meeting be accepted as corrected.

2. OLD BUSINESS

Budget Committee — Treasurer's Report

Treasurer Dennis Doyle reported that the Library Steering Committee account, used for operating funds, is at \$6,671.14. The RCC Foundation/Josephine Community Libraries account balance is \$11,299.36.

Publicity Committee — Decals Project

Publicity Chair Teresa Stover reported the Cheryl Edstrom on the Publicity committee has developed a design for a proposed window decal for JCL, and also researched costs. Ms. Stover showed the design, which is a 2-3/4 x 4-1/4-inch decal showing the JCL logo and the Web address. Through Logan Design, the cost would be \$434 for 1000 (43 cents each) or \$533 for 2500 (21 cents each). The committee discussed whether these decals should indicate membership, either through colors or with the addition of "2008 member" to the decal. Ms. Stover pointed out that given the size of the decal, there would be room for only the logo with the Web address, the slogan ("Open the door to learning"), or "2008 member". The consensus was that we should consider adding "2008 member" for the next run, but for now we just want to get the word out with these decals on as many vehicles as possible, particularly those who have already donated.

Motion: Virginia Collins moved, Judy Christensen seconded, and the motion carried that the expense be approved to produce 2500 of the window decals as designed.

Fundraising Committee — Concert Update

Fundraising Chair Kevin Widdison reported on the benefit concert scheduled for Saturday, January 19, 8-10:30 pm, at the Rogue Theatre. The bands will be "MTV" and "Funktion Fusion" who both draw large audiences. Mr. Widdison reported that they have gotten three \$1,500 sponsors: The Daily Courier, Hart Insurance, and Home Valley Bank. There is room for two more, but with these three, the cost of the event is more than paid for. The sponsors will get their names and logos on the poster and other advertising.

Action Item: Those with information about any additional sponsors should contact Kevin Widdison (kwiddison@hotmail.com, 474-3716) before 5 pm on Wednesday November 21.

Action Item: Kevin Widdison will design and submit the poster and tickets to the printer on November 26 to have them available for distribution and sales in early December.

Rogue Theatre owner Greg Tressel is donating the venue, normally \$1,700 for nonprofits. We'll provide information and appeal for donations before, during intermission, and after the concert. We'll have an information table in the lobby. There will be 450 seats available for sale at \$20 each. With the cost of the event expected to be about \$3,000, with our three sponsors and ticket sales, we could net over \$10,000. These funds will go into the "Library Steering Committee" account for operating expenses. Mr. Widdison pointed out that the event will go a long way toward raising awareness about the effort.

3. NEW BUSINESS

Cathy Mason stated that the new business for the meeting would consist of a review, Q&A, and brainstorming of the work of the various committees for the benefit of the board member nominees.

Governance (Legal, County, and City committees)

Cathy Mason stated that the bylaws developed and proposed by the Legal Committee were reviewed and accepted at the 11-13-07 steering committee meeting. She stated that with the acceptance of the bylaws, a proposed three-year budget in place, and the first board of directors to be installed in about a week, the detailed 501(c)(3) application should be prepared to submit the application package as soon as possible.

Action Item: The Legal Committee volunteered to complete the 501(c)(3) application.

Ms. Mason stated that after the new board assumes governance of Josephine Community Libraries, one of its first tasks will need to be the approval of a corporate resolution authorizing checking account signers. At that point, a checking account in the name of Josephine Community Libraries can be established.

Regarding the first board of directors, Ms. Mason stated that with Doug Walker as the board recruiter, we've received applications from board nominees and have invited all nominees to come to the November 20 and 27 steering committee meetings for orientation and brainstorming of current and future issues. It's expected that we should have the board appointed by November 27 or 28. The electors for the board are the four incorporators: Chair Cathy Mason, Vice Chair Linda Naydol, Treasurer Dennis Doyle, and Secretary Teresa Stover. After the first board is in place, it will elect its officers and develop the policies and procedures for terms and selecting and deselecting board members in the long term, as well as for other aspects of governance and library operations.

Michele Gester pointed out that a major issue for the board will be the decision on who will actually run the library. Options that have been explored are contracting with an existing library or hiring an executive director or library director. This entity would be responsible for operations and maintenance of the library, including human resources and logistics.

The committee and board nominees discussed the ideas of the regional multi-county library solution, LSSI, the future of SOLIS, the state of the Jackson and Douglas county libraries, the American Library Association, and the support of state librarian Jim Scheppke, the need for long-term sustainability, and the public-private partnership with the county.

County Committee Chair Charles Brown reported that the next major county-related task would be for the board to negotiate the lease for the building and collection. As we approach the \$300,000 fundraising mark, we'll need to apply for the county's matching grant of \$300,000. Mr. Brown also stated that they're looking into a more equitable means for determining the use of utilities, such as an internal electric meter for the main branch. He said that these issues need to be addressed within the next three or four months.

City Committee Chair Cathye Mason reported that the City of Grants Pass will be conducting a phone survey starting in December, with some questions regarding the library. About 450 city residents will be contacted. Ms. Mason stated that Grants Pass seems open to some kind of partnership. Grants Pass Councilman Bill Kangas suggested that a presentation be made to the city staff and councilors at a city council workshop. This can be arranged through City Manager David Frasher. Mr. Kangas also stated that at their retreat on January 19, they'll learn the results of the survey.

The committee and board nominees discussed county surveys.

Budget

Budget Committee Chair Dennis Doyle reported that members of the Budget Committee had developed a budget based on actual budgets from previous years. The budget came to about \$1 million. He stated that four out of six of the Budget Committee members agreed that if JCL could not raise \$1 million, we shouldn't open the libraries at all. He said that \$1 million is a minimal amount, and that our size of service area should have a budget of \$3.5 million. Virginia Collins said that \$1 million doesn't meet any American Library Association standards, but just squeaks by, gets the doors open, and purchases some new materials.

Cathye Mason pointed out that the budget document distributed at the public meeting showed the figures for the proposed opening of the library system at \$1 million, the actual budget for the 2006-07 year at \$549,636, and the actual budget of the library in 2001-02 at 1,707,994. She stated that the dollar amounts for some of the line items could be substituted with donated services and materials.

The steering committee and board nominees discussed the pros and cons of waiting until we raise \$1 million to open the doors or opening at the point where we raise a bare minimum amount. The reasons for waiting until \$1 million is raised are as follows. If we open once a week or once a month, the physical capacity for processing materials would be very strained; earlier this year, when the libraries were open two or three days a week, lines were three times longer than usual. We need to replace old materials and purchase new materials, as new materials for the library were not purchased in the 2006-07 year. People were able to get books, but only because of SOLIS, which is not likely to exist after June 30 when LSSI says they'll drop out of SOLIS. It's not acceptable to ask staff to work quarter time; it's not sustainable for employees, and it's not appropriate for us to ask that of them. Having a million dollars to open ensures we have a cushion for the next fiscal year. This is a one-year budget; perhaps we could open with a six-month budget of \$500,000, and then raise the other \$500,000 for the second six months.

The reasons for opening as soon as a bare minimum amount is raised are as follows. Having even a minimal library operating will show success and incremental progress. Although we can't get grants for operating costs, we can get grants for materials. We could have the shorter hours, but choose either to not have schedules that prevent employees from getting another job or to let them know what to expect when

hired. The time it might take to raise \$1 million might cause people to lose enthusiasm. We could open the doors, build momentum, and add services and hours from that point; what we start with is not what we're stuck with forever. Several have said they're not willing to donate until the libraries are actually open. An open library will help us raise awareness and generate memberships and donations. We'd have a membership recruitment table staffed whenever the library is open. If membership represents our sustainability, we'll want to open the doors within a year of those first memberships; if it's not open by then, the memberships probably won't renew.

Action Item: Dave Toler will find budget numbers for operating the library once per week.

4. PUBLIC COMMENT

Public comment took place as part of the New Business brainstorming session on governance and budget.

5. NEXT MEETING

Cathye Mason announced that the next meeting will be 7 pm on November 27, 2007. That meeting will be a continuation of the review and brainstorming that started in this meeting, with the topics of fundraising, publicity, and volunteers. The location will again be at the Marie Hill Conference Room in the Washington Annex, 510 NW Fourth Street, between B and C Streets. Ms. Mason adjourned the meeting at 8:30 pm.

Respectfully submitted,
Teresa Stover, Secretary
Steering Committee
Josephine Community Libraries