



MINUTES

ATTENDEES

Present at the meeting were: Board Members Cathy Shaw (President), Eric Dziura (Vice President), Jill Turner, George Prokop, and Susan Kiefer.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services); Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Carrie Turney Ross (Adult Services Coordinator), Crystal Zastera (Operations Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), and Daisy Fields (Executive Assistant).

CALL TO ORDER/ROLL CALL,

President Shaw called the meeting to order at 4:01 p.m. Mrs. Fields took the roll call.

INTRODUCTIONS / PROCLAMATIONS

Ms. May introduced Daisy Fields, Executive Assistant. Mrs. Fields is taking over from Denise Menicucci, who had requested to return to a part-time work schedule.

CONSENT AGENDA

MOTION: The Extension of RVCOG Contract was moved to New Business. Vice President Dziura moved to approve the items on the consent agenda, including the December 10, 2020 Regular Board Meeting Minutes and the Strategic Roadmap (with clarifications noted). Director Kiefer seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Ms. May shared that the Medford furniture installation is almost complete in the new Business Office space. Glass stackers have been added around the cubicle areas; these add visual appeal as well as an additional safety barrier against COVID-19. A change order to have the data lines pulled into the new spaces has been added and should be completed by the end of January. The RFP for internet infrastructure is open for equipment to increase the library's bandwidth capabilities in compliance with E-Rate application windows. President Shaw commented on how much she enjoyed the report on holiday decorations at the Ruch branch as well as how pleased patrons are with the Outreach Program. She observed that these stories demonstrate how personal our libraries have become. Director Turner asked if a physical property inventory will be done before the migration to Koha. Ms. May indicated that the current Polaris system does not have an inventory module and that the new ILS implementation will include full inventory capabilities; an inventory will be done after the migration process is complete. Vice President Dziura asked how many bilingual/multilingual employees JCLS currently has; Ms. Taillac thought there were four or five and Ms. May added that there are at least two that are American Sign Language certified. The mobile printing

process was explained as a way for patrons who would not otherwise be able to print at home to send documents to the library from a home computer or cell phone. Library staff print and deliver the documents to the front door.

Jackson County Library Foundation

Ms. May will act as the interim Foundation Director until the position is filled. The position description posting is being reviewed, and the Board hopes to find a qualified candidate. Ms. May reported that the annual appeal was sent only to previous donors and the results were an impressive \$15,318 as of January 6. Director Turner mentioned the National Library Giving Day that takes place in April, and that this might be something to check into for future fundraising opportunities. Ms. May shared the Foundation's Quarterly 2020 Changes in Restricted Fund Balances report.

UNFINISHED BUSINESS

5-2 Circulations Library Policy

5-6 Fee Schedule Library Policy

Ms. Taillac presented the updated Circulation Library Policy (5-2) and Fee Schedule Policy (5-6).

MOTION: Vice President Dziura moved to approve both policies as presented. Director Turner seconded the motion. The motion was approved unanimously.

NEW BUSINESS

ILS Data Cleanup: Waive Outstanding Fees

Ms. May explained that some of the outstanding fees are up to 20 years old and are not reflected as receivable funds so do not affect the Library's financial statement. Moving forward, waiving fees over five years old will be done annually.

MOTION: President Shaw moved to approve the motion. Vice President Dziura seconded the motion. The motion was approved unanimously.

Extension of RVCOG Contract

Ms. May reported that the RVCOG contract had expired at the end of December and explained the Amendment to Extend the agreement until March 31, 2021.

MOTION: Director Turner moved to approve the motion. President Shaw seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Budget Committee

Vice President Dziura reported that the Budget Committee has an opening and is actively recruiting candidates to fill this position; applications will be accepted until February 9, 2021.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, February 11, 2021 from 4-6pm.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 4:55 p.m.

/s/ Daisy Fields

Recording Secretary