



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Carey Hunt (Assistant Director, Support Services), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services); Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Denise Menicucci (Administrative Assistant).

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

CONSENT AGENDA

September 10, 2020 Regular Board Meeting Minutes

President Shaw asked if anyone wanted to pull either of the two items from the Consent Agenda. Ms. May responded “yes” and requested a minor correction be made. President Shaw suggested that the correction be made today and the meeting minutes be approved. Ms. May cited the sentence in the Director’s Report “... stating everyone over the age of **five** must wear a mask/facial covering as well as ...” In order to be consistent with the library’s messaging: “All patrons over age 4 must wear a mask, per state mandate,” the word “five” will be changed to “four.” Director Turner had two corrections to add. One to the **Year-End Statistical Report**: Our matrix should be added to the 2021 Year-End Statistical Report, “What percentage of our population are current card holders?” The second correction is “Metrics/**Data** Committee” under UNFINISHED BUSINESS, Board Committee Assignments.

MOTION: Director Turner moved to approve the amended September 10th Regular Board Meeting Minutes. Vice President Dziura seconded the motion. The motion was approved unanimously.

JCLD Monthly Financial Report (Preliminary 7/1 – 8/31/2020)

MOTION: Director Turner moved to approve the JCLD Monthly Financial Report (Preliminary 7/1 – 8/31/2020). Vice President Dziura seconded the motion. The motion was approved unanimously.

REPORTS

Library Director's Report

Ms. May provided the following updates to the report: a larger ballot box has been installed at the Medford library replacing the first ballot box in anticipation of the increased volume of ballot drop-offs and the Medford library hosted a *Think & Drink: Why Voting Matters* ZOOM session this Tuesday, October 6th which included Cathy Shaw, County Clerk Chris Walker and Bill Hughes from SOU. Thanks to our Marketing department for posting a link of the video of the panel discussion to JCLS's YouTube channel in such a timely manner before the November election. Ms. May has been in touch with the Jackson County Assessor's office. They are assessing the loss of tax revenue because of the property loss in the Phoenix and Talent areas from the Almeda fire. At this time, they do not have a final figure but the information will be sent out next week along with the estimated impact of lost revenue to the JCLD. Assessment of the property loss from the Obenchain fire will follow. We are eligible for reimbursement through CARES Act funding for our COVID-19 expenses. We are also eligible for up to \$88,500 in _____ funds through the Institute of New Zealand Library Services. At this time, the amount of \$13,000 is estimated for the loss and damage of library materials from the fires. We are excusing fees to patrons that report items lost or damaged by the fires and expect this figure to increase. Our Toys and Book drive was very successful with many donations collected at the Medford library and distributed to five branches for patrons to pick up from. Vice President Dziura expressed gratitude and amazement at the response of library staff and others to the disaster caused by the fires. Ms. May visited some the branches after the fires and reaffirmed that libraries are necessary to everyone. It was suggested by Amy Blossom, former Branch Manager of the Ashland library to have library books accessible at the Expo for evacuees and those living in temporary housing/campsites. Ms. May will speak to the Friends groups next week at the Presidents Forum meeting to determine if there is support for this outreach service. She also stated that as we find out the temporary housing locations we will reach out and supply support for library services.

Transition Roadmap

Ms. Marston reported on the Finance migration. The employee self-service time and attendance system was completed and went live this week along with the first live payroll. Next week purchasing, fixed assets and the position budget will go live as originally scheduled. Many thanks to Vicki Robinson and Elisabeth Campbell for their herculean efforts in meeting these deadlines. Ms. May reported on the construction renovation. We are a little behind due to the long lead time in receiving materials such as doors, frames and glass. The contractors have been onsite and have been working on electrical this past week. Frames are up for some of the walls. We have a bi-weekly meeting with the construction firm for a 4-week look ahead to see where we are going. We are still on track with the modified schedule to be completed at the first of the year. Director Turner met with Digital Services for an appointment downstairs in Technical Services and thought the new work area was very nice.

Jackson County Library Foundation Report

Ms. May was available for comments and questions in place of Ms. Campbell, who was unable to attend the meeting. President Shaw commented on how delighted she was to have Gerrie Leinfelder as a new JCLF Board member. She described Gerrie as a helpful and dedicated library supporter.

NEW BUSINESS

FY20 State Statistical Report

Ms. Hunt reviewed additional changes made after the report was sent out to Board members. One of the changes was in Section 4, where numbers from JCLD and LS&S were combined for salaries. A significant change reflected this year from last year's numbers was due to the cancellation of orders for books and printed materials due to COVID-19. The money was used to prepay our databases. So, for print and other materials we have spent 50% of the funds for this year and 3% of funds for databases because we used money from last year. Ms. Hunt answered additional questions from Board members about decreases in expenditures from

last year to this year. Also, the final report will include a list of COVID-19 questions and answers for our county. Ms. May mentioned that across the state JCLS has been open ahead of other libraries for in-person services and the fact that we have been able to sustain that is very good considering the increase of COVID-19 cases in Jackson County.

MOTION: Director Prokop moved to send the FY20 State Statistical Report to the State Library after corrections have been made by the end of the month. Vice President Dziura seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Director Prokop gave an update on the JCLS/JCLF Relationship Committee. The committee has met three times gathering information and would like to provide a recommendation to the Board next month regarding hiring a full time Executive Director for the Foundation. The person in this position would report directly to Kari May, our Library Director. Research is still being done by the committee. If a recommendation is made in November, the estimated timeline for recruitment would be January and the Executive Director on board in April 2021.

An annual JCLF **report?** will be sent out between the election and Thanksgiving.

A joint Board Meeting between JCLD and JCLF is proposed once a year to talk about our strategic direction, goals and key fundraising areas.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, November 12, 2020 from 4-6pm.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 4:45 p.m.

/s/ Denise Menicucci
Recording Secretary