



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), Brystan Strong (Youth Services Coordinator), Jamaica Davis, Education Services Specialist, Ashley Johnson (Technical Services Supervisor), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Denise Menicucci (Executive Assistant) and Kira Lesley (SOHS Archivist).

CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:00 p.m. Ms. Menicucci took the roll call.

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA

MOTION: Director Turner moved to approve the items on the consent agenda, including the October 8, 2020 Regular Board Meeting Minutes, the JCLD Monthly Financial Report (10/31/2020), Cancellation of District Administrator's Contract, Resolution: 2021-03 A Resolution Removing Rogue Valley Council of Governments Employees as Authorized Personnel and Signers for the Jackson County District's Banner Bank Checking Account, Extension of deadline for annual audit, and the Website Redesign Proposal. President Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Ms. May invited Ms. Strong to present information about a new program and introduce a new staff member, Jamaica Davis. Ms. Strong described and showed the "Storytime at Home Bag," which will contain four to six picture books about trains, boats, animals and other fun topics, laminated activity sheets including familiar songs and rhymes on one side and information for parents about what the children are learning from these activities on the other side. Simple crafts including supply lists and instructions on how to make them will be included along with coloring sheets and pencils that they can keep. There will be a total of 10 bags including one English/Spanish and one Spanish only.

Ms. Davis is the Education Services Specialist in Outreach. She is looking forward to supporting educators by letting them know about all of the resources available at the libraries and has created a tutorial about using the library databases for teachers and students. She is working on the "Homework Help" tab on the JCLS website to ensure it is user-friendly for students, parents and teachers, providing one place they can go

to access library resources. She has also put together resources for librarians to help them with their virtual classes.

Ms. May gave an update regarding the library's response to COVID-19. One staff member has tested positive, and all protocols were followed in accordance with the *Return to Work Plan COVID-19 Pandemic Response Guide*, including a deep cleaning of the appropriate areas. The protocols are working and there was only the one confirmed case. The staff member is doing well and has recovered. With the increased number of COVID-19 cases, libraries will return to Stage 4, Enhanced Front Door Services (EFDS), on Nov. 12. Based on what was learned during the original Stage 4, libraries will be able to provide two additional ways to assist patrons: form-based and in-person Readers Advisory and computer services available at all library locations, not just the regional hub libraries. To curtail the spread of COVID-19, Governor Brown issued a 2-week "Freeze" period for the state of Oregon beginning on Wednesday, November 18th. In response, a new set of rules has been issued by OSHA for businesses to implement in order to keep workplaces safe and minimize the risk of infection. Human Resources is reviewing the new rules and requirements to make sure the libraries are in compliance. These new rules go into effect from Monday, November 16th through May 2021. They include guidelines that are already included in the *Return to Work Plan COVID-19 Pandemic Response Guide*. Additionally, staff will be provided with training by mid-December in compliance with current health guidelines.

Both President Shaw and Vice President Dziura commented on the detail and how much they enjoyed reading the Director's Report, including the all-staff "Bed-Bug" training given by Ms. Taillac. Vice President Dziura asked for more information about the mobile technology van that will provide internet access and technologies on the go. Ms. Taillac, who is working with IT, Outreach and Administrative Services to design and procure the van, explained that the grant from the Oregon State Library is for COVID aid and recovery and that in the short-term the van will have many uses such as providing WiFi access, laptops, intake appointments with Rogue Workforce Partnership program managers for job seekers and Project Youth +students, resume writing workshops, access to the library databases for job searching, applying for unemployment, and other services for patrons and students in rural areas. These services would be supported by Digital Services Specialists, Adult Services librarians and other staff.

Jackson County Library Foundation Announcement

The JCLF announcement listed the election results for officers in 2021. There were no questions by Board members.

FY2021 Quarterly Statistical Report (July 1, 2020 – September 30, 2020)

Ms. May pointed out the "Narrative" section at the beginning of the report which contains highlighted interpretations/conclusions drawn based on the data included. Director Turner requested that the branches be listed by population size instead of alphabetically. Also, Director Turner asked why the smaller branches have more of their hours back than the larger branches and about filling vacant staff positions at the larger branches. Ms. May responded that the libraries need to be fully staffed before being able to open more hours.

SOHS Quarterly Report

Ms. Lesley stated that the SOHS was looking into expanding hours before the "Freeze" period occurred. She and Ms. May will meet with the SOHS board next week to discuss moving forward to fulfill the partnership with JCLD.

NEW BUSINESS

ILS Recommendation

MOTION: President Shaw moved to approve the recommendation of Koha from ByWater Solutions as the next Integrated Library System (ILS) for JCLS, replacing Polaris. Director Kiefer seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

Vice President Dziura attended two Facilities Committee meetings on October 23rd and November 10th and provided a brief summary of both. The first meeting included discussions with Jackson County about the schedule for Phase I of the renovation project of the downstairs meeting room spaces of the Ashland Library. Specs/drawings are expected by the end of November. Bids will go out in December 2020/January 2021 with a contract by March and the work to be completed by June 2021. The second meeting was a regular Facilities Committee meeting with discussions about the budget for 2021. More information will be provided to the Board at a future meeting.

Some concern was expressed by Board members regarding the building of a closet for tables in Phase I of the Ashland Library. This would reduce the size of the room and the number of patrons that could attend an event. Also, this would add to the cost of the renovation. Ms. May will make a note to ask the architects about the impact a closet would make on the amount of space for patron's attendance.

Relationship Committee

Director Prokop gave an update on the Relationship Committee. Their recommendation is to have the Executive Director for the Foundation employed by the District and report to Ms. May. This recommendation was presented to the Foundation at their last board meeting for their input. Legal issues and other concerns and questions from Foundation members will be addressed. The committee will present an MOU at the JCLF's next board meeting. The primary goal of the committee's recommendation is to get the Foundation up and running and to determine how funding will be shared between JCLD and the Foundation. The funding percentages shared by the Foundation would be small and would allow them time to build their fundraising capacity. The metrics for this proposal would take place over a 3-year window. More details will be available at the next JCLD Board meeting, possibly including a recommendation. If the proposal is approved by both boards in December, then recruitment for the Executive Director would begin at the end of January 2021. Board members complimented the Committee on the work they have done and did not have any comments on the information presented.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, December 10, 2020 from 4-6pm.

ADJOURN

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

/s/ Denise Menicucci

Recording Secretary