



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), Elisabeth Campbell (Accounting & Payroll Specialist), Brystan Strong (Youth Services Coordinator), Ashley Johnson (Technical Services Supervisor), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Alyssa Drake, (Ashland Circulation Supervisor), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), and Denise Menicucci (Executive Assistant).

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: President Shaw moved to approve the items on the consent agenda, including the November 12, 2020 Regular Board Meeting Minutes, the Cancellation of District Administrator's Contract and the Sole Source Procurement for the Tech Van. Vice President Dziura seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Ms. May reported on a few updates to the Director's Report. The Medford renovation project has made a lot of progress. The remaining construction is on track for completion by the end of December. Furniture installation in the new offices is scheduled for mid-January. Also, the Friends of the Medford Library are moving from the Mezzanine into the former Foundation offices and additional space downstairs.

The Rogue Workforce Partnership began last week and there have been two sessions so far that have been very successful. Work has begun on placing an order for the new Mobile Technology Van. Ms. May received a call from the Church of Jesus Christ Latter-Day Saints in Central Point who wanted to show their appreciation of the libraries' efforts towards the community during the pandemic. Two members came by the Medford Branch and dropped off a gift box of pears harvested from a local orchard in Jackson County, which was very much appreciated by staff.

Jackson County Library Foundation Announcement

There were no questions by Board members.

JCLD Monthly Financial Report (July 1, 2020 through November 30, 2020)

Director Turner summarized from the Finance Committee's meeting on November 24th regarding financial reporting. The committee recommended a quarterly report to the Board that includes system-generated reports and a one- to two-page narrative summary. Two key questions that the Board should be able to answer are: *Are we in budget compliance?* and *How are we doing financially?* In the fourth quarter, reports would be provided monthly to ensure budget compliance at year-end. The system-generated reports could be detailed or summarized, depending on the Board's preference. Vice President Dziura responded that a software-generated, customized report would probably be "safer" and that the Board does not need to see a detailed report each month because the Finance Committee would be reviewing the information, too. Having a narrative included with the report is appreciated and very useful as it highlights what to expect.

An error was found on page 40 of the financial report. This occurred because information was taken from the system-generated report and placed in an Excel file for formatting. This error will be corrected by Ms. Campbell.

MOTION: Director Turner moved to approve the JCLD Monthly Financial Report (July 1, 2020 through November 30, 2020) with requested changes made. Vice President Dziura seconded the motion. The motion was approved unanimously.

NEW BUSINESS

5-2 Circulation Library Policy and 5-6 Fee Schedule Library Policy

There were questions and comments from Board members. The updated Circulation Policy recommendations will be submitted to the Board's Policy Review Committee and will come back to the Board at a future date.

Draft 18-month Action Plan

The Board agreed to the proposed 18-month Action Plan, a Strategic Roadmap that will guide the programs and services of the Jackson County libraries over the next year and a half. Some minor revisions need to be made, based on the Board's feedback. A final draft will be presented at the January 2021 Board meeting.

JCLS/JCLF Relationship Committee Proposal

The JCLS/JCLF Relationship Committee recommended that the Library directly hire the next Executive Director for the Jackson County Foundation. The position would be responsible for leading the fundraising efforts of the Foundation for projects mutually agreed upon between the Library and the Foundation, and would report directly to Ms. May. The Board approved by consensus the committee's recommendation, and recruitment for the Executive Director will begin early next year. The MOU will be finalized and presented to the Board for formal approval at a future date.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

A copy of the November 10th JCFM-JCLD FC Meeting minutes was included in the agenda packet and appreciated by the Board. Vice President Dziura commented that in general, the relationship between JCLD and the County's Facility Maintenance team is good and that renewal of their contract will be coming up in the near future. There were no questions from Board members.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, January 14, 2021, at 4:00 p.m.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:05 p.m.

/s/ Denise Menicucci
Recording Secretary