



---

## MINUTES

### ATTENDEES

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

Additional attendees: Kari May (Library Director), Carey Hunt (Asst Library Director), Claudine Taillac (Asst Library Director), Robert Felthousen (RCC Library Director), Jackie Bunick (Legal Counsel), Lisa Marston (District Administrator); other JCLS staff and members of the public.

### CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 4:00 p.m.

### CONSENT AGENDA

**MOTION:** Director Jill Turner moved to approve four consent agenda items that were included in the packet: 1) December 12, 2019 Board Meeting Minutes; 2) JCLD Monthly Financial Report; 3) Resolutions 2019/2020-04 Authorizing Expenditure from Capital Improvement Fund for Medford Renovation Project; and 4) Letter of Support for City of Ashland's Proposed Vertical Housing Development Zone (VHDZ) Designation. President Susan Kiefer seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Mickey Harvey, speaking as a JCLS employee and citizen, shared concerns regarding the transition. Vice President Shaw thanked Mr. Harvey for his comments, encouraging him to continue bringing his concerns to Library Director May.

### REPORTS

#### Library Director's Report

Library Director May delivered the report that was included in the packet. Director George Prokop observed that there was no mention of the No. 1 goal, stating that it should be evident. Ashley Johnson delivered a report about the Library of Things.

#### RCC Report

RCC Library Director Robert Felthousen delivered the report that was included in the packet.

#### JCLF Report

JCLF Operations Manager Elisabeth Campbell and JCLF Board President Mitch Seidman delivered the report that was included in the packet. President Kiefer spoke about the need to recruit and develop new JCLF Board members, prompting a brief discussion of the Foundation's purpose and mission.

#### Transition Roadmap

District Administrator Marston and Library Director May updated the Board on key transition tasks, referencing the roadmap included in the Board packet, noting that HR Manager interviews will take place in January. When asked what was keeping them up at night, Marston and May mentioned the Tyler-Incode software implementation timeline, which they learned this week might be longer than originally anticipated.

## **UNFINISHED BUSINESS**

### **Approval of Library Director Employment Contract**

There was a brief discussion about the effective date and duration language on page 2 of the contract, which was included in the packet. It was agreed that the initial term would be two years; thereafter, the contract would renew automatically each year in July, unless otherwise terminated in accordance with the agreement.

**MOTION:** President Kiefer moved to approve Kari May's Library Director Employment Contract. Director Turner seconded the motion. The motion passed unanimously.

### **Approval of 2020 Medford Comic Con MOU**

**MOTION:** Director Eric Dziura moved to approve the 2020 Medford Comic Con MOU as presented in the packet. President Kiefer seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

### **Annual Financial report for Year Ended June 30, 2019**

Senior Accountant Vicki Robinson reviewed the audit report, which was included in the Board packet, stating that the auditors found no issues. After pointing out notable sections of the report, Ms. Robinson stated that page 83 of the report includes the auditor's unqualified opinion that the District's financial reports were in substantial compliance with all laws, regulations, contracts and grants. **MOTION:** Director Turned moved to accept the audited annual financial report for the year ended June 30, 2019, as presented. Director Prokop seconded the motion. The motion passed unanimously.

### **Reappointment of Kevin Keating and Cathy de Wolfe to Budget Committee**

Director Dziura reported speaking with Kevin Keating and Cathy de Wolfe and both expressed an interest in serving an additional term. **MOTION:** President Kiefer moved to approve reappointing Kevin Keating and Cathy de Wolfe to the Budget Committee for a 3-year term. Director Turner seconded the motion. The motion passed unanimously.

### **Security Guard Services at Ashland Library**

Library Director May spoke about the increase in incidents at the Ashland Public Library, stating that staff are spending time managing security incidents rather than providing library services. The proposal from Concierge outlined the costs of the 3-month trial staff were proposing. Vice President Shaw recognized Rick Jensen, a citizen who asked to speak to the issue and who described the disruptions he has observed at the Ashland library. Assistant Director of Public Services, Claudine Taillac, spoke about how the security guard in Ashland will function differently than the security guards currently stationed at the Medford branch; namely, that staff will continue to be the first line of defense, and that the security guard will be the backup should an incident escalate. She also explained how Ashland's security guard would wear a more casual uniform, which prompted further discussion. **MOTION:** President Kiefer moved to approve the proposal to purchase security guard services from Concierge for a 3-month trial period at the Ashland Library. Director Dziura seconded the motion. The motion passed unanimously.

## **NEXT MEETING**

The next meeting will be held in the Adams Meeting Room at 4:00 p.m. on Thursday, February 13, 2020.

## **ADJOURN**

Vice President Shaw adjourned the Regular Board meeting at 5:27 p.m.

/s/ Lisa Marston  
Recording Secretary