



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: Todd Frager (CEO, LS&S); Kari May (Library Director), Carey Hunt (Asst Library Director), Claudine Taillac (Asst Library Director), Robert Felthousen (RCC Library Director), Elisabeth Campbell (JCLF), Kira Lesley (SOHS), Douglas McGeary (SOHS), 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 two consent agenda items included in the packet: 1) January 27, 2020 Board Work Session Minutes; and 2) JCLD Monthly Financial Report. President Susan Kiefer seconded the motion. The motion was approved unanimously.

REPORTS

Library Director's Report

Library Director May delivered the report that was included in the packet.

Quarterly Statistics

Assistant Director Carey Hunt presented the quarterly statistical report that was included in the packet.

JCLF Report

JCLF Operations Manager Elisabeth Campbell offered to answer questions regarding the report that was included in the packet. Vice President Shaw inquired about the Foundation's mission and the number of current Board members.

SOHS Annual Report

Kira Lesley and Doug McGeary presented the report that was included in the packet, covering the highlights and answering questions from the Board.

Transition Roadmap

District Administrator Marston and Library Director May updated the Board on key transition tasks. The Human Resources Manager recently hired by the District starts on Monday, February 24.

UNFINISHED BUSINESS

Salary Schedule and Employee Benefits

Director May and Administrator Marston referred to the memo and supporting documentation in the packet, which described the salary schedule and employee benefits that the Board was being asked to approve. Director May cautioned that the \$1,100 cap for the employer's cost share might need to be adjusted, depending on how much the health plan actually costs, something that will not be known until the District has true census data for its employees.

MOTION: Director Jill Turner moved to approve the salary schedule and employee benefits as presented. Director George Prokop seconded the motion. The motion passed unanimously.

MOU with Friends and Foundation

MOTION: Director Eric Dziura moved to approve the MOU with the Friends and Foundation as presented in the packet. President Kiefer seconded the motion. The motion passed unanimously.

NEW BUSINESS

Appointment of New Budget Committee Member

Director Eric Dziura described the process he and President Kiefer followed. Applications were received from four candidates; two of whom were interviewed. While both candidates interviewed were well qualified, Director Dziura and President Kiefer recommended that Victoria Brown from Eagle Point be appointed. Ms. Brown will be filling the vacancy created when Eric Dziura was elected to the Board.

MOTION: Director Turner moved to approve the appointment of Victoria Brown to the Budget Committee for a 2-year term. Vice President Shaw seconded. The motion passed unanimously.

Approve Budget Office and Adopt Budget Calendar

MOTION: Director Turner moved to approve the appointment of Lisa Marston as Budget Officer and the 2020-2021 Budget Calendar, as presented in the packet. Vice President Shaw seconded. The motion passed unanimously.

JCLS Technology Plan FY20-22 and Technology Committee Quarterly Update

Assistant Director Carey Hunt summarized the documents included in the packet, while highlighting key components of the plan, including current fiscal year goals, objectives and budgeted amounts. **MOTION:** President Kiefer moved to approve the technology plan and update as presented. Director Dziura seconded the motion. The motion passed unanimously.

People Counter Proposal

Assistant Director Hunt presented the Technology Committee's recommendation to contract with SenSource Incorporated for the purchase and installation of 18 thermal imaging people counter sensors at all 15 branches. The costs raised concerns for Board members, prompting a discussion of possible alternatives. Director Turner pointed out that technology purchased for use at larger branches like Medford and Ashland might not be warranted at smaller branches. Director Dziura agreed that the law of diminishing returns should be considered. Library Director May and Assistant Director Hunt spoke about the staff time required to count people at the branches and how automating the process across the branches will not only free up staff to focus on serving patrons, but also provide consistent reliable data to support decision making. When the original motion and second died on the floor, Vice President Shaw entertained a motion to table the item, pending a more thorough cost-benefit analysis. **MOTION:** Director Dziura moved to table the discussion. Director Prokop seconded the motion. The motion passed unanimously.

Social Media Policy

MOTION: Director Turner moved to approve the Social Media Policy as presented in the packet. Director Dziura seconded the motion. The motion passed unanimously.

Wi-Fi Proposal

Library Director Kari May reviewed the proposal that was included in the packet. As Director May explained, local law enforcement agencies have asked the library to turn off Wi-Fi after hours because they say it encourages loitering and littering. The library considered several options, which were listed in the memo; however, since staff have not seen evidence of extensive malicious incidents that could be directly attributable to the library's 24/7 Wi-Fi access, Director May's recommendation is to maintain 24/7 Wi-Fi access at all branches. May offered to draft a letter to the cities to inform them of this recommendation.

MOTION: President Kiefer moved to approve the recommendation that the library W-Fi access should remain 24/7. Director Turner seconded the motion. The motion passed unanimously.

Schedule Board Self-Evaluation and Annual Planning Meeting

Considering the timing of the transition, staff suggested that the Board's annual planning session be held in August instead of July. The Board agreed on Friday, August 14, and Saturday, August 15. Director May noted that next year's strategic planning process will be a key topic at this year's annual planning meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Director Dziura presented the Facilities Committee Report, followed by Director Turner, who presented the Finance Committee Report. Both reports were included in the packet.

NEXT MEETING

The next meeting will be held in the Adams Meeting Room at 4:00 p.m. on Thursday, March 12, 2020.

ADJOURN

Vice President Shaw adjourned the Regular Board meeting at 6:03 p.m.

/s/ Lisa Marston
Recording Secretary