



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD MEETING AGENDA**  
Medford Branch Library  
Adams Meeting Room  
205 S Central Ave, Medford  
March 12, 2020, at 4:00 p.m.

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## MINUTES

### ATTENDEES

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

Additional attendees: Kari May (Lib Dir), Carey Hunt (Asst Lib Dir), Claudine Taillac (Asst Lib Dir), Elisabeth Campbell (JCLF Ops Mgr), Kevin Keating (JCLF Board Member), Jackie Bunick (Legal Counsel), Lisa Marston (Dist Admin), Donovan Edwards (Admin Asst)

### CALL TO ORDER

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

### SPECIAL PRESENTATION & PROCLAMATION

#### Presentation of the Hulburt Bequest

Mr. Adrian Snyder, US Bank, provided a background on the Ken and Lucille Hulburt Bequest and presented a check for \$131,527, which will be used for materials and programs serving the youth and mature populations of Jackson County.

#### Proclamation – National Library Week

Vice President Shaw read the proclamation for National Library Week taking place April 19<sup>th</sup> through April 25<sup>th</sup>, 2020. All Board Members present signed the proclamation.

#### Adding Agenda Item

President Kiefer requested adding COVID-19 to the agenda to be placed under New Business Item 13.

### CONSENT AGENDA

**MOTION:** President Kiefer moved to approve the Consent Agenda. Director Dziura seconded the motion. The motion was approved unanimously.

### REPORTS

#### Library Director's Report

Ms. May introduced Carrie Turney-Ross, Adult Services Librarian, and announced that the 2020 US Census began today. JCLS will be serving as a Census Assistance Center.

Vice President Shaw followed up on the report and asked if it was possible to record or make videos of some of the performers since patrons may not be able to attend in person. President Kiefer pointed out that some of the performers might be hesitant because they are paid for their programs. Ms. May stated that JCLS is already looking at developing virtual programming for the future.

#### Quarterly Report on 2-Year Plan

Ms. May explained that the report had been modified based on the Board's feedback after the last quarterly report. JCLS is on target for new cardholders because of new programs like Library of Things and Kanopy.

## **JCLF Report**

Ms. Campbell reported JCLF was moving forward with their plan to increase board membership. They have recently added two new Board members and have one more who is interested.

## **Transition Roadmap**

Ms. Marston said an Implementation Consultant from Tyler Technologies will be onsite the following week to review current business practices and accounting systems to prepare for the configuration and implementation of Incode 10.

Next, Ms. Marston introduced Brynn Fogerty, HR Manager, who is working on the Employee Handbook and personnel policies. She recommended discussing the possibility of a work session in March 2020, noting that the cost proposal on benefits from the insurance agent is expected within the next 7-10 days.

After some discussion it was decided to hold a work session on March 26<sup>th</sup>, 2020 at 4:00 p.m. to discuss the Employee Handbook and personnel related policies.

## **UNFINISHED BUSINESS**

### **People Counter Proposal**

**MOTION:** President Kiefer moved to approve the People Counter Proposal. Director Dziura seconded the motion. The motion was approved unanimously.

## **NEW BUSINESS**

### **Facilities Maintenance IGA with Jackson County**

**MOTION:** President Kiefer moved to approve the Facilities Maintenance IGA with Jackson County with these minor modifications: Section 4.4 should be split into two sections. One section will require the settling of additional payment/reimbursement (the “true up”) to take place in January of each year, per Director Turner’s suggestion. The other section will require notification of any additional costs for the current fiscal year to take place by the end of March. Director Dziura seconded the motion. The motion was approved unanimously.

### **Payroll Contingency Plan Proposal**

**MOTION:** President Kiefer moved to approve the Payroll Contingency Plan Proposal, which authorizes JCLD to enter into an IGA with RVCOG for payroll software, office space, and staff support on a temporary, short-term basis. Director Shaw seconded the motion. The motion was approved unanimously.

### **Spending and Signing Authority Policy**

**MOTION:** President Kiefer moved to approve the Spending Authority Policy, which authorizes the Library Director to spend JCLS funds and sign contracts as delineated by the Library Board. Director Dziura seconded the motion. The motion was approved unanimously.

### **Board Responsibilities Policy**

**MOTION:** Director Dziura moved to approve the Board Responsibilities Policy, which outlines the core responsibilities of the Board. President Kiefer seconded the motion. The motion was approved unanimously.

### **JCLS Coronavirus Response Protocol**

Ms. May provided the Board Members with a handout titled JCLS Coronavirus Response Protocol, a multi-phase plan with recommendations based on information JCLS is receiving about COVID-19 from county and state health officials. Ms. May described the steps JCLS had taken already, such as beginning each day

with staff cleaning the workspaces and ensuring sanitizer and other cleaning solutions are available. If sick, staff are encouraged to stay home. Next, Ms. May reviewed the actions recommended during Phase 1 and Phase 2 of the proposed response protocol. She then addressed the topic of compensation for JCLS staff during a time of reduced open hours, limited face-to-face services, and temporary branch closures.

The following are recommended actions under Phase 1: Cancel Medford Comic Con 2020. Advise volunteers not to report for work until further notice. Recommend Friends Groups suspend book store operations. Suspend book donations. Suspend in-person Digital Service training programs. Stagger computers in computer labs to ensure social distancing is being practiced. Encourage patrons to use digital support services instead of face-to-face services at the counter.

The following are recommended actions under Phase 2: If RCC and/or a significant number of school districts close, JCLS will close 13 of 15 branches leaving both Medford and Ashland Branch Libraries open every day; 10am-6pm during the week and 12-4pm on the weekends. Wireless access will remain available at all branch libraries. Circulation items must be checked out using the Self-Checkout stations and Virtual Reference will be utilized as much as possible to accommodate social distancing.

Additional measures listed under Phase 2 include the following: Daily monitoring of Jackson County Health Department recommendations to evaluate hours of operations and/or closures. Reduction in hours and/or temporary branch closures, including the temporary closure of all 15 branches. JCLD authorizes the Library Director and District Administrator to implement Phase 2 if needed.

The following are recommended actions for Staff Compensation:

- Phase 1: Staff will continue to be compensated for hours worked. Current sick leave policies apply. In the event that a branch must close temporarily, staff will be compensated for their regularly scheduled hours.
- Phase 2: Staff will be compensated for their regularly scheduled hours. All efforts will be made to schedule staff to work their normal allocation of hours at either the Medford or Ashland Branch Libraries or on special assignment at another branch. Current sick leave policies apply.

**MOTION:** Vice President Shaw moved to accept the JCLS Coronavirus Response Protocol and recommendations as presented by Ms. May. Director Dziura seconded the motion. During discussion, Director Dziura suggested we consider COVID-19's impact on transition efforts, public meetings, and the District's emergency protocols. Ms. Marston and Ms. Bunick offered to research these issues. The motion was approved unanimously.

## **NEXT MEETING**

The next meeting will be held in the Adams Meeting Room on Thursday, April 9<sup>th</sup>, 2020.

## **ADJOURN**

Vice President Shaw adjourned the Regular Board meeting at 5:25 p.m.

/s/ Donovan Edwards

Recording Secretary