



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA
Dial 1-669-900-6833 to attend by phone.
Enter Meeting ID (access code): 280 039 004
Or, click the link below to attend using Zoom:
<https://libraryiq.zoom.us/j/280039004>
April 9, 2020, at 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Kari May (Lib Dir), Carey Hunt (Asst Lib Dir), Claudine Taillac (Asst Lib Dir), Crystal Stroud (JCLF Ops Mgr), Ryan Bradley (JCLF Marketing Coord), Kristin Anderson (JCLF Cluster Mgr), Elisabeth Campbell (JCLF Ops Mgr), Kevin Keating (JCLF Board Member), Robert Felthousen (RCC Lib Dir), Kira Leslie (SOHS), Jackie Bunick (Legal Counsel), Brynn Fogerty (HR Manager), Lisa Marston (Dist Admin), Donovan Edwards (Admin Asst), Ron Sharp (IT Manager), Jennifer Giltrop (LS&S CLO)

CALL TO ORDER

Director Shaw called the meeting to order at 4:10 p.m.

CONSENT AGENDA

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

REPORTS

Library Director's Report

Ms. May said there has been a significant increase in some digital services being used and E-card sign ups have almost doubled in the last two weeks. Brystan Strong has been reaching out to local schools to share about the digital resources available.

RCC Report

Mr. Felthousen said that attendance had been down about 25% enrollment rate, with the online classes being made available now that drop has been reduced to about 9%.

JCLF Report

Mr. Keating said that they were working on how to keep Ms. Campbell working. A meeting on April 21, 2020 will hopefully resolve this and other things.

Transition Roadmap

Ms. Marston noted that three of the pending items are on the agenda for later in this meeting. She informed the Board that it may be difficult to obtain more than one health insurance quote in light of the current Covid-19 Pandemic. The "go live" dates for Tyler Technologies Tyler-Incode Accounting and Payroll System will be staggered throughout October, adding that the Purchasing Module would be the final module scheduled to go live on October 20th, 2020.

UNFINISHED BUSINESS

Resolution 2019/2020-05 Authorizing Actions Taken Based on COVID-19 Response Protocol; Continued Funding for JCLS Staff Salaries; and Adopting Temporary Policy

MOTION: Director Kiefer moved to approve Resolution 2019/2020-05 Authorizing Actions Taken Based on COVID-19 Response Protocol; Continued Funding for JCLS Staff Salaries; and Adopting Temporary Policy. Director Dziura seconded the motion. The motion was approved unanimously.

NEW BUSINESS

COVID-19 Response Virtual Library Services Plan

MOTION: Director Kiefer moved to approve the COVID-19 Response Virtual Library Services Plan. Director Dziura seconded the motion. The motion was approved unanimously.

Collection Management System Recommendation

MOTION: Director Kiefer moved to approve the Collection Management System Recommendation. Director Shaw seconded the motion. The motion was approved unanimously.

Resolution 2019-2020-06 Authorizing Premium Conversion Plan

MOTION: Director Turner moved to approve Resolution 2019-2020-06 Authorizing Premium Conversion Plan. Director Kiefer seconded the motion. The motion was approved unanimously.

Resolution 2019-2020-07 Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency

MOTION: Director Turner moved to approve Board Responsibilities Policy. Director Dziura seconded the motion. The motion was approved unanimously.

JCLS Employee Handbook (Personnel Policies)

After some discussion between Board Members, HR Manager Brynn Fogerty, and Ms. May regarding recommended changes to the proposed JCLS Employee Handbook it was agreed that further information and discussion was necessary. A special JCLD Board Meeting was scheduled for April 23rd, 2020, beginning at 4:00 p.m.

NEXT MEETING

The next meeting will be held on Zoom, Thursday, April 23rd, 2020.

ADJOURN

Vice President Shaw adjourned the Regular Board meeting at 6:30 p.m.

/s/ Donovan Edwards

Recording Secretary