



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 (Assistant Director, Support Services), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services); Brynn Fogerty (HR Manager), Ryan Bradley, (Marketing Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Denise Menicucci (Administrative Assistant), and other JCLS staff.

CALL TO ORDER/ROLL CALL

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

ELECTION OF OFFICERS

Director Dziura nominated Director Shaw for Board President. Director Kiefer seconded the motion. Director Shaw nominated Director Dziura for Vice President. Director Turner seconded the motion. Both motions were approved unanimously.

CONSENT AGENDA

MOTION: Director Turner moved to approve Resolution 2021-01: To Authorize Checking Account, Designated Personnel and Signers; Resolution 2021-02: To Authorize LGIP Account, Designated Personnel and Signers; and the District Organizational Items for Fiscal Year 2021. Director Kiefer seconded the motion. Staff noted that Resolution 2021-01 will be brought back to the Board after the District's new accounting system goes live. All three motions were approved unanimously.

MOTION: Director Dziura moved to approve JCLD Monthly Financial Report (Preliminary). Director Shaw seconded the motion. This motion was approved unanimously.

REPORTS

Library Director's Report

Director Turner asked for specific information about patrons returning to the branches during open hours. Ms. Taillac, Ms. Anderson, and Ms. Hunt responded respectively that capacity at larger branches were more reflective of smaller branches. For example, the Ashland branch's capacity was in the mid 50-60s. Stats showed more than 1/3 capacity for June. Computers were being used in short periods of time and visits by patrons were shorter.

Vice President Shaw and Director Prokop commented on the number of positions open in Ashland and asked about the status. Ms. Fogerty confirmed that the positions were posted and advertised. Ms. May explained that due to the COVID-19 pandemic, some employees declined to return to their library positions. Ms. May also confirmed that three of the new positions (HR Assistant, IT Technician, and

Library Associate – Collection Development) would be filled by the end of July/beginning of August and or a decision was in process. Director Dziura asked for an explanation about “JCLS’ statement against systemic injustice” from a press release dated June 5th by Marketing. Mr. Bradley responded that patrons were appreciative of the library addressing this issue.

Transition Roadmap

Ms. Marston and Ms. May updated the Board on key transition tasks: Incode implementation is on track with the new schedule; paychecks for first pay period (July 1–5, 2020) will be issued to employees on July 15; and JCLS will meet next week with architects to review revised plans for the Medford remodel.

Ms. May asked the board members if “Key Milestones” could be presented in the Director’s Report instead of continuing with the Transition Roadmap. The board members discussed the pros and cons and Director Turner proposed keeping the Transition Roadmap for two to three months then discontinuing it.

UNFINISHED BUSINESS

Approval of Longer Term for IGA with City of Ashland

MOTION: Director Turner moved to approve an extension of the lease term to 30 years. President Shaw will sign the amended agreement. President Kiefer seconded the motion. This motion was approved unanimously.

Retirement Plan Services Contract Award – Finance Committee

Ms. Marston gave an overview of the RFP process and the finance committee’s recommendation to award the Retirement Plan Services contract to ICMA-RC. Favorable comments were made by Finance Committee members regarding the quality of ICMA-RC’s proposal and their responsiveness to the committee’s questions and proposed scenarios. It was also noted that ICMA-RC agreed to waive the annual \$1,000 employer plan fee. The 401(a) and 457 Retirement Plan Trust Documents and Resolutions will be brought back to the Board for discussion and approval at the August 13, 2020, Board Regular Meeting.

MOTION: Director Turner moved to approve awarding the Retirement Plan Services contract to ICMA-RC and authorize the Board President to sign the Administrative Services Agreement included in the Board packet. President Kiefer seconded the motion. This motion was approved unanimously.

NEW BUSINESS

Board Committee Appointments: Board Liaisons to Outside entities

Director Turner proposed discussing committee assignments during the Board Annual Planning Meeting scheduled for August 14-15, 2020.

MOTION:

President Kiefer proposed that all board members continue in their current committee positions for one more month. Director Dziura seconded the motion. This motion was approved unanimously.

Leave During a Global Pandemic Policy

Ms. Fogerty presented the information and explained that the document was meant as a tool for supervisors to use. There was discussion and comments from the board members and Ms. May about use of the information and making it available to employees. It was noted in the document that the policy is subject to change as changes in state and federal laws and guidelines.

MOTION:

Director Turner proposed approving the document in concept and adding it as an addendum to JCLD policies. Director Shaw seconded the motion. This motion was approved unanimously.

JCLS Return to Work Plan: COVID-19 Pandemic Response Guide

Ms. Fogerty provided an overview of the guide, noting that it was “one” place to keep all related policies for the COVID-19 pandemic. The draft guide was sent out to board members for review on Wednesday, July 8, 2020. There was discussion and comments by board members and Ms. May.

MOTION:

Director Turner proposed adopting the guide with minor changes being made by the HR Manager as necessary and coordinate with the Employee Handbook as an addendum. President Kiefer seconded the motion. This motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

None.

FUTURE MEETINGS/EVENTS/OBSERVANCES

There **will not** be a Board Special Meeting on July 23, 2020.

The next regular meeting of the Board will be on August 13, 2020.

August 14-15, 2020 are the dates of the Board’s Annual Planning Meeting.

There was discussion by the board members about having a facilitator during the Board’s Annual Planning Meeting to set a topic agenda. It was also suggested that staff reserve the Large Community Meeting room at the Medford branch in order to successfully self-distance for an in-person meeting. A virtual meeting using ZOOM would be considered as a back-up plan.

Action Items: The Board asked Ms. May to reach out to Ruth Metz or Margot Helphand about facilitating on August 14-15 and to bring a completed job description for the Library Director to that meeting. Ms. Fogerty agreed to assist with the job description.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:15 p.m.

/s/ Denise Menicucci

Recording Secretary