



MINUTES

ATTENDEES

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

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 SOHS archivist Kira Lesley.

CALL TO ORDER/ROLL CALL

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

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the May 11th Budget Committee Meeting Minutes, the June 11th Regular Board Meeting Minutes, the June 25th Special Board Meeting Minutes, the July 9th Regular Board Meeting Minutes and the Preliminary July Statement of General Fund Revenues & Expenditures. Director Turner seconded the motion. The motion was approved unanimously.

Director Turner requested that the Preliminary July Statement of General Fund Revenues & Expenditures be pulled from the consent agenda. A short discussion followed, with Director Turner suggesting that a monthly financial report not be expected in July so staff can focus on closing the prior fiscal year.

MOTION: Vice President Dziura moved to approve the Preliminary July Statement of General Fund Revenues & Expenditures. Director Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Favorable comments were made from board members about the Director's Report including a "shout out" to Ms. Strong on her article in the OLA Quarterly. Some questions were asked about why some of the branches were not open full time and enforcement of patron's wearing masks. The smaller branches are open full time. The main branches are open part-time. Overall, things have gone very smoothly. A few patrons expressed anger and left when asked to wear masks but the majority of patrons understand the situation and are happy the branches are open. Also, face shields are available for patrons who cannot wear masks.

Quarterly Statistical Report

The board members were appreciative of the effort and importance of collecting and compiling the statistics for the Q4 report. Questions and comments were raised about the decrease in the number of new patrons in Q4 FY20 from Q4 FY19, the decrease in hours for Digital Services during June, concern for increasing circulation and a decline in virtual visits by patrons. It was pointed out that the library was closed for six weeks and the decrease in virtual visits went down 3%, which is not a bad statistic considering the situation of the pandemic. It shows that our users are consistent. The statistics from this report will serve as a baseline and will be compared to remaining quarters in 2020 and 2021 to track and watch trends and answer questions about decreases, increases and why they occurred.

SOHS Quarterly Report

Ms. Lesley provided a summary of the SOHS Quarterly Report. It was mentioned that engaging more senior members that aren't familiar or comfortable with digital materials is a challenge. A suggestion was made to pair SOHS with the library and have Digital Services provide tools to help assist the seniors.

Transition Roadmap

Ms. May reviewed the remaining key milestones. It was noted that the construction timeline for completing the remodeling of Medford's second floor would be available the following week and that there would be some additional costs.

UNFINISHED BUSINESS

Eagle Point Easement Transfer and Driveway Maintenance IGA

MOTION: Director Turner moved to approve the agreement. Director Prokop seconded the motion. The motion was approved unanimously.

Resolution 2021-03: Establishing a Governmental Money Purchase Plan and Trust

MOTION: Vice President Dziura moved to approve the 401(a) retirement plan. Director Turner seconded the motion. The motion was approved unanimously.

Resolution 2021-04: Establishing a 457 Governmental Deferred Compensation Plan

MOTION: Director Kiefer moved to approve the 457 retirement plan. Director Turner seconded the motion. The motion was approved unanimously.

NEW BUSINESS

Recommendation Regarding Name of District

MOTION: Director Prokop moved to approve the District's name as Jackson County Library Services. President Shaw seconded the motion. There was discussion (pros and cons) by board members, Ms. May and Ms. Bunick regarding the use of one name for the District: "Jackson County Library District" (JCLD) or "Jackson County Library Services" (JCLS). Both names have been used since the District was formed. A consensus was not reached. Director Turner withdrew the motion.

Intergovernmental License Agreement with Jackson County for Ballot Box Placement

MOTION: Director Turner moved to approve the agreement for placement of ballot boxes at the Ashland, Phoenix, Rogue River and Eagle Point branch libraries. Vice President Dziura seconded the motion. The motion was approved unanimously.

Friends Space Use Agreement Template

MOTION: Vice President Dziura moved to approve the agreement template which will be used to outline specific usage of library space by the Friends for each branch library. President Shaw seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Ms. May and Director Kiefer mentioned a successful first committee meeting with members of the Foundation and Jackson County Library Services Relationship Committee. They had no recommendations at this time but believe the committee will be made permanent.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The annual Board Planning Meeting will begin tomorrow, Friday August 14-15, 2020.

The Library Card Sign-up month will take place throughout September 2020.

The next regular Board meeting will be held on Zoom, Thursday, September 10th, 2020.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:45 p.m.

/s/ Denise Menicucci

Recording Secretary