



## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Eric Dziura (Vice President), Jill Turner, George Prokop and Susan Kiefer. Cathy Shaw (President) was not present.

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).

### CALL TO ORDER/ROLL CALL

Vice President Dziura called the meeting to order at 4:00 p.m. Ms. Menicucci took the roll call. Due to technical difficulties, Director Turner joined the meeting at 4:15 p.m.

Vice President Dziura offered condolences to President Shaw for the recent loss of her mother. He also expressed concern and awareness for the three staff members who lost their homes to the Alameda fire. He acknowledged the wide spread destruction the fires have caused and the commitment by Board members and library staff to help the community in any way possible. He expressed gratitude that the Phoenix and Talent branches were spared and confirmed that they are not able to be open to the public at this time.

### INTRODUCTIONS / PROCLAMATIONS

Vice President Dziura read the Library Card Sign-Up Month proclamation.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### CONSENT AGENDA

**MOTION:** Vice-President Dziura moved to approve the August 13th Regular Board Meeting Minutes. Director Prokop seconded the motion. The motion was approved unanimously.

### REPORTS

#### Library Director's Report

Concern was expressed by Board members about law enforcement being called during a few incidents where patrons refused to wear face masks or were wearing them improperly. It was confirmed that the safety of both patrons and staff is good. There was a question about the use of resources to ensure compliance of wearing masks. Confirmation was given that flyers, posters and signage were posted throughout the libraries stating everyone over the age of four must wear a mask/facial covering as well as providing instructions on the proper way to wear masks. A small handout is in the process of being developed to give to patrons and staff will continue to give verbal reminders to patrons not wearing a mask. Patrons are directed to the main desks or other locations in each department where KN95 disposable masks are available.

Work has begun on action plans based on the three focus areas: Health, Learning, and Civic Duty that the Board identified during the annual planning retreat in August. A living document from each committee will be developed.

A clarification was made that the Friends of the Medford Library storage and back-of-house operations will be relocated from the Mezzanine to the office space previously occupied by the Foundation and the additional storage space on the main level. The Friends of the Medford Library's Book Shop will remain in the same location.

### **Year-End Statistical Report**

Discussion and questions were made by Board members and answered by Ms. Hunt.

Director Turner requested that our matrix: "What percentage of our population are active card holders?" be included in the 2021 Year-End Statistical Report.

### **Transition Roadmap**

Ms. May acknowledged the slow start of renovations to the second floor due to the fires but some progress has been made and will continue in the following weeks. Implementation of the new payroll system, Incode is on schedule. The general ledger and accounts payable systems are scheduled to go live on September 21<sup>st</sup>. The pay period ending September 28<sup>th</sup> will be the first payroll paid out of Incode.

### **Summer Reading Report**

Ms. May was available for comments and questions in place of Ms. Strong, who was unable to attend the meeting. There were no questions from Board members.

## **UNFINISHED BUSINESS**

### **Board Committee Assignments**

**MOTION:** Vice President Dziura moved to approve the Board member committee assignments and representatives to the media, RVCOG, and Jackson County Library Foundation. Committee assignments were discussed at the Board Retreat on August 14<sup>th</sup> and remain the same as the previous year. Director Kiefer seconded the motion. The motion was approved unanimously.

Two new committees and member committee appointments not listed in the attachment "Appointing Committee Members and Chairpersons; Board Liaisons; and Board Media Representative" memo will also be ratified. They are the **Foundation Relationship Committee:** George Prokop and Susan Kiefer and the **Metrics/Data Committee:** George Prokop and Jill Turner. Each committee (Advocacy, Facilities, Finance, Foundation Relationship, Metrics/Data, Policy and Technology) will bring a charter and work plan to the October 8, 2020, Board Regular Meeting.

There was a discussion by Board members and Ms. May about setting up goals or milestones prior to creating action plans, reaffirming a committee's current charter or changing it. It was noted that in the past, there was no discussion of specific goals for committees by the Board. The committees came up with charters and work plans on their own.

**MOTION:** Vice President Dziura moved to have a 2<sup>nd</sup> vote to approve all of the Board member committee assignments including the Foundation Relationship and Metrics committees. The motion was approved unanimously.

## **NEW BUSINESS**

### **Collection Development Policy**

**MOTION:** Director Turner moved to approve the proposed changes to Policy 5-3, Collection Development Policy as indicated in a revised 8/25/2020 version of the policy for review. Director Prokop seconded the motion. The motion was approved unanimously.

### **Collection Services with UMS**

**MOTION:** Director Turner moved to approve discontinuing using the collections aspect of the contract with UMS: Unique Management Services and omitting the \$10 service charge for lost materials. Mailing of notices for grossly overdue items to patrons who opt for mail-only notifications will continue until that service can be brought in-house. Director Kiefer seconded the motion. The motion was approved unanimously. There were two questions and comments by Board members and Ms. May about the amount of revenue UMS generated versus maintaining the goodwill of patrons by not charging a collection fee during a pandemic. It was noted that this service was required in our last contract with LS&S but is not required with JCLD.

### **Establish Fund to Help Employees Impacted by Fires**

Ms. May requested that an additional item be added to the September 10<sup>th</sup> Agenda under New Business. She asked the board to approve setting up a fund to assist employees that were displaced or lost their homes to the Alameda and South Obenchain fires. Ms. May responded to questions that three staff members lost their homes and all branch libraries survived. Ms Bunick was asked to research options for setting up the fund.

**MOTION:** Director Kiefer moved to authorize staff setting up a charitable fund to assist employees. Vice President Dziura seconded the motion. The motion was approved unanimously.

### **COMMITTEE AND BOARD MEMBER REPORTS**

None.

### **FUTURE MEETINGS/EVENTS/OBSERVANCES**

The next regular Board meeting will be held on Zoom, Thursday, October 8, 2020 from 4-6pm.

### **ADJOURN**

Director Kiefer adjourned the Regular Board Meeting at 5:10 p.m.

/s/ Denise Menicucci  
Recording Secretary