

MINUTES

ATTENDEES

Present at the meeting were Board Members George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty. Susan Kiefer (President) was absent.

Additional participants/attendees: Kari May (Library Director), Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Crystal Stroud (Operations Manager), Nancy Peterson (Outreach Coordinator), Denise Galarraga (Regional Library Director, LS&S), Amy Drake (Executive Director, JCLF), Kevin Keating (JCLF Board member), Douglas McGeary (Executive Director, SOHS), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

Vice President George Prokop called the meeting to order at 4:02 p.m.

INTRODUCTIONS & PROCLAMATIONS

Prokop introduced Carolyn Ryder, Isler Medford and Vicki Robinson, JCLD Accountant.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes of the December 13, 2018 regular board meeting and financial report. Shaw seconded the motion for discussion.

- Shaw recommended changes to the first sentence under the Library Director's Report. The sentence will now read "May reported that JCLS has been fully staffed for a couple weeks which she says in an organization of this size was unusual."
- Shaw asked that as a courtesy and for clarity the full name of an individual be provided when they are mentioned within the board minutes.
- May noted under the RCC Oral Report that Cessa Vichi's name had been misspelled.
- Turner noted under the Financial Report errors. On page 9 Transfer to Other Funds should not be a negative number. On page 10 the budget numbers are missing. These changes will be made.

Doty moved to approve the minutes of the December 13, 2018 regular board meeting and financial report as amended. Shaw seconded the motion as amended. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

Susan Moulder introduced herself and explained that as an educator she feels that it is just as important to have works of art and historical material available as it is to have the books. Ms. Moulder has provided programs in the past and offered to hold those in the libraries.

Prokop thanked Ms. Moulder and added that he had seen an email regarding the topic that had been addressed by Marston. He said that the Board does not control the materials in the collection but there is a process and they can certainly look into it and speak with the Collection Development team.

REPORTS AND PRESENTATIONS

Auditor's Report (FY 17/18 Annual Financial Report)

Carolyn Ryder, Isler Medford reminded the board that the financial statements were JCLD's and her task was to opine on those statements. Ms. Ryder highlighted key areas of the Auditor's Report and discussed some of the findings. Ms. Ryder said that the financial statements had been presented fairly. They gave an unqualified opinion for the year ending June 30, 2018.

MOTION: Turner moved to accept the FY 17/18 Annual Financial Report. Doty seconded the motion. The motion was approved unanimously.

Library Director's Report

Kari May, JCLS Library Director provided a summary of the Library Directors Report and added the following highlights:

- Talent Branch Library just received a \$5,000.00 donation from a patron who recently passed away.
- White City Branch Library has been selected as the next library to open a SPARK Space.
- The ScienceWorks Museum in Ashland has received a grant to partner with JCLS to help bring some of their education programs to the libraries. They have a couple of programs and are committed to at least one program per library.
- Oregon Shakespeare Festival (OSF) is looking to provide ticketed but free bilingual performances of "A Comedy of Errors" at 20 local venues to include 3 libraries. OSF will be responsible for bringing in the audience. It will be made up of people who cannot normally attend an OSF performance due to logistics or expenses. May has also been asked to serve on the interview panel for an archivist position that OSF is looking to fill.

May provided a slideshow which unveiled the 2019 Comic Con logo. May also provided a video created by JCLS staff that provided a glimpse into a JCLS courier's day at work. May explained that the video is currently being used to educate staff and recruit those interested in becoming backup couriers. May handed out the Central Point Recreational Guide which just recently offered JCLS free ad space.

2 Year Plan Update

May provided a slideshow presentation and explained that the one page report included on page 57 of the board packet was a summary of the information provided. In the course of providing her summary May was asked if a date had been set for the Library Strategies meeting. She responded that she had recommended Saturday, March 30th, 2019 from 10:00 a.m. to 4:00 p.m. but had not heard back from her Library Strategies point of contact.

Jackson County Library Foundation (JCLF) Report

Amy Drake, Executive Director JCLF announced that she was resigning from the JCLF as of the next JCLF board meeting however stated JCLF was in a great position to begin seeking grants.

NEW BUSINESS

Reappointment of Budget Committee Members

Marston reminded the Board that Gerri Davis had initially agreed to finish off Pat Ashley's term and had recently agreed to serve an additional three year term. Eric Dzuira also agreed to serve another three year term on the Budget Committee.

MOTION: Doty moved to accept Gerri Davis and Eric Dzuira on the JCLD Budget Committee. Shaw seconded the motion. Turner and Shaw both stated that serving only two terms provided the opportunity

for wider spread community knowledge of the operational side of JCLD. The motion was approved unanimously.

Circulation Policy

MOTION: Doty moved to approve the Circulation Policy. Shaw seconded the motion. The motion was approved unanimously.

Fee Schedule

Turner recommended changing Unique Management Services fee (Material Recovery Agency) to a Material and Recovery Fee.

MOTION: Doty moved to approve the Fee Schedule as amended. Shaw seconded the motion. The motion was approved unanimously.

Vehicle Fleet Policy

MOTION: Doty moved to approve the Vehicle Fleet Policy. Turner seconded the motion. Prokop and Turner recommended removing “Check the oil level when refueling” on page 74 of the board packet. Turner recommended removing the Depreciation Months column in the table on page 75 of the board packet. Doty moved to approve the Vehicle Fleet Policy as amended. Turner seconded the motion. The motion was approved unanimously.

OLD BUSINESS AND UPDATES

JCLS Staff Compensation

Marston explained that Todd Frager, COO/CFO LS&S had intended on being at the meeting. However, since he could not be there, he provided a response which Marston read to the Board. Mr. Frager said that it was premature to decide who is paying for increased compensation until the Board chooses how much they want to pay the staff. Previously submitted documents presented to the Board provide staff pay ranges and rational. At this time Mr. Frager believes it is time for the Board to decide how much it wants to pay staff. He said that assuming the board creates a minimum middle range maximum salary schedule he can provide the numbers it would take to bring the staff up to those amounts. After that, a simple calculation that includes only taxes can be determined and then they can assess how it gets funded.

Marston summarized that the document that LS&S provided the Board previously included where staff fall within the salary survey and would be all that JCLD receive. She would like to graph the numbers to provide a visual to help with the decision. May added that by working with the HR Department at LS&S some staff positions had been reclassified and the pay ranges are now equal to similar positions.

COMMITTEE AND BOARD MEMBER REPORTS

JCLD Work Session

Marston explained that Margot Helphand had agreed to facilitate the work session on January 25th, 2019 and an agenda would be forthcoming.

Adjourn

Prokop adjourned the meeting at 6:02 p.m.

/s/ Donovan Edwards

Recording Secretary