

MINUTES

ATTENDEES

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

Additional participants/attendees: Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (Administrative Assistant)

INTRODUCTIONS

Kiefer introduced H. M. Zamudio as the new JCLD Attorney.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Joy Ricke addressed the Board regarding current operational hours at the White City Library. She stated that current hours do not accommodate the dual working families and traveling high school students who need access after 5:00 pm. She also offered her own weekly schedule which included evening hours as opposed to being open during the day when there is potentially limited use. Carol Rios also asked for more evening hours for the White City Library citing the importance of the library being open for kids after school.

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:07 p.m.

CONSENT AGENDA

MOTION: Shaw moved to pull the minutes from December 14, 2017. Doty seconded the motion. The motion was approved unanimously and Kiefer announced the minutes from December 14, 2017 would be placed under Consent Agenda. Doty moved to approve the Financial Report. Shaw seconded the motion. The motion was approved unanimously.

Discussion then occurred regarding the December 14, 2017 minutes. Doty noted that under the JCLF Report the statement was incomplete and recommended adding “, has joined the Foundation Board.” Shaw recommended a few wording changes that would in the future reduce the size of the minutes.

MOTION: Doty moved to approve the December 14, 2017 minutes as amended. Shaw seconded the motion. The motion was approved unanimously.

REPORTS AND PRESENTATIONS

Library Director’s Report

Rahming announced that Jackson County Library Services are on track to meet the benchmarks highlighted for this year through the Strategic Plan.

Quarterly Statistical Report

Bloom and Rahming fielded questions regarding the timeline of the reports. After some discussion it was determined that the reports would reflect quarterly data.

Bloom handed out a one page flyer which provided a snapshot of the holds ratio or what she referred to as a High Holds List. The list provides a good picture of which books need to be leased so that higher amounts of those books are available. This would reduce the wait time patron's experience.

JCLF Report

Amy Drake, JCLF Executive Director briefed the Board on the JCLF Report. The mailing list used for JCLF's Annual Appeal was discussed as it had gone against JCLD policy. Due to the increase in libraries using their patron contact lists and the JCLS Patron Registration now including options to utilize patron contact information the Board may consider adjusting the policy at some point.

NEW BUSINESS

JCLD Hours Increase

MOTION: Doty moved that the Board request library staff to prepare relevant data and make recommendations to increase library hours during fiscal year 2018-2019 to comply with the 15 population areas created by Director Jill Turner and Jackson County during the development of the strategic plan. Specifically, the report should include the requested increase in hours at each library, the cost of each increase and total amount needed. In addition, it should also include any potential staff required to meet the standard and how staff propose to phase in changes through the next fiscal year and beyond if needed. The Board would like to see a proposal in the March board packet in order to have time for questions and comments and to allow staff to make changes to the proposal for the April Board Meeting. Shaw seconded the motion. The motion was approved 4-1.

Kiefer added that the Agenda Planning Committee would look into setting up a work session in March specifically to discuss the increase in hours.

District Administrator – LS&S Recruitment Assistance

Kiefer reported that the District had not received many applications yet but Todd Frager, LS&S COO/CFO had offered to assist in the recruitment search. The Board agreed to utilize LS&S to assist in recruiting for the District Administrator position.

Inclement Weather

Rahming requested the Board grant him permission to make operational decisions for libraries based on inclement weather to include delayed opening or closing libraries for the day in the event that weather makes for unsafe driving conditions. The Board was in agreement to his request.

OLD BUSINESS AND UPDATES

Lindberg Estate

Shaw reported the sale was complete.

Southern Oregon Historical Society (SOHS)

Kiefer announced the contract would be sent to JCLD legal counsel and should be included in the February agenda for Board approval.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Prokop reported a numerical difference between the Technology Report and the budget but the committee and JCLD Accountant would work to tighten that up.

Facilities Committee

A report on the budget meeting with Jackson County facilities maintenance will be provided at the February Board Meeting.

SOU Graduate Research Project

Marston reported that SOU Graduate Students who are involved in a project to end homelessness may send surveys to the libraries who are most effected by homelessness in their communities. Marston described this as the first step in a regional multi-jurisdictional project and she encouraged cooperation when the surveys are received. She stated that she would assist with making sure the groups involved would receive the proper contact information to ensure the correct staff would be given the surveys.

Adjourn

Kiefer adjourned the meeting at 5:41 p.m.

/s/ Donovan Edwards
Recording Secretary