

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 Library Director), Claudine Taillac, (Assistant Director of Public Services), Crystal Stroud (Business Office Manager), Kristin Anderson (Cluster Manager), Jackie Bunick (Legal Counsel), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant), Ryan DeSautel (Jackson County Facilities), Adam Trautman (Jackson County Facilities).

CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 3:30 p.m.

INTRODUCTIONS & PROCLAMATIONS

Director May introduced Brenda Katz, Robert Grace and Kathleen Strigle from FFA Architects.

CONSENT AGENDA

MOTION: President Kiefer moved to approve the Consent Agenda. Director Dziura seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None

REPORTS AND PRESENTATIONS

Ms. Katz and her team presented a slideshow consisting of current and proposed floor plans at both the Medford and Ashland Branch Libraries. FFA Architects' team members highlighted and summarized key points within the presentation. Ms. Katz and Mr. Grace walked through the cost estimates that they handed out during the meeting. Ryan DeSautel (observer), Jackson County, Director of Facility Maintenance, asked if the engineering and architectural fees were included as he did not see them listed. Ms. Katz said those fees were not included, but listed some engineering and architectural related costs and pointed out where those line items were included. Mr. DeSautel offered to give a ballpark to the Board Members of total costs since architectural and engineering fees would add 8-12% to the total cost of the project. The overall costs for phase one of the projects were estimated to be \$260,000 for Ashland and \$1,035,682 for Medford.

NEW BUSINESS

Accounting/Payroll/HR Systems and Staffing Recommendation, including request to approve contract with Tyler Technologies for Incode® software

Per request, this item was moved up on the agenda. Director Turner provided a brief description of the process of meeting with the various prospective accounting vendors and explained that moving forward with the recommendation of working with Tyler Technologies would mean no longer utilizing Rogue Valley Council of Governments for accounting services.

MOTION: Director Turner moved for JCLD to enter into a licensing contract with Tyler Technologies for Incode ERP software. Director Kiefer seconded the motion. The motion was approved unanimously.

Library Director's Report

May announced that discussions for a new Memorandum of Understanding between the Friends groups, JCLF and JCLD have begun, with a productive meeting at the November Presidents Forum. The work so far on the MOU has been received positively by the Friends and Foundation, and she expects to have a draft for the Board to review at the December Board meeting.

Strategic Framework and Quarterly Statistical Report

May explained that she would like to work toward having a Strategic Framework Dashboard which would encapsulate all of the important elements and provide a useful explanation. The Board Members provided May with several critiques of the Quarterly Statistical Report. May said that she appreciated the clear guidance.

JCLF Report

Sandy New, JCLF Executive Director, provided each Board member with a copy of the annual fundraising appeal letter and bookmarks.

Transition Roadmap

Marston noted under HR Staffing that she was seeking a consensus on whether the Board was comfortable with moving forward with hiring an HR Manager. Board Members provided a positive consensus, and Marston said that she and Director May will work with HR Answers to have the position posted within the first week of December 2019. Regarding the philosophy statement that HR Answers consultant Laurie Grenya referenced at the Board Work Session on November 14, 2019, Marston explained that Ms. Grenya would have a statement and options for the Board to consider by Friday, November 22. In order to collate responses and have a proposed statement for the December 12, 2019 Board meeting, Marston asked the Board Members to please review and provide an individual response by Tuesday, November 26th, 2019.

UNFINISHED BUSINESS

Contract with LS&S for Integrated Library System (ILS)

MOTION: Director Turner moved to approve signing the Master Services Agreement with LS&S for Polaris ILS services (page 40) and the Statement of Work (page 48). Director Kiefer seconded the motion. The motion was approved unanimously.

2020 Medford Comic Con MOU

After some discussion related to the financial responsibilities and reporting, it was agreed to table this until the next meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee – Director Dziura provided a written report to the Board at the start of the meeting.

NEXT MEETING

The next regular meeting will be held in the Adams Meeting Room on Thursday, December 12th, 2019 at 4:00 p.m.

ADJOURN

Vice President Shaw adjourned the Regular Board meeting at 5:38 p.m.

/s/ Donovan Edwards

Recording Secretary