

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: Kari May (Library Director), Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Crystal Stroud (Operations Manager), Terii Kilburn (Rogue River Branch Manager), Charlene Prinsen (Eagle Point Branch Manager/Upper Rogue Cluster Manager), Nancy Peterson (Outreach Coordinator), Elanna Erhart (Ashland Reference Librarian), Tish Manley (Volunteer and FORRL), Denise Galarraga (Regional Library Director, LS&S), Amy Drake (Executive Director, JCLF), Mitch Seidman (Board Treasurer, JCLF), Midge Thierolf, (Board member JCLF), Kevin Keating (JCLF Board member), Douglas McGear (Executive Director, SOHS), Pat Harper (Archivist, SOHS), Kira Lesley (Assistant Archivist, SOHS), Robert Felthousen (RCC Library Director), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:03 p.m.

INTRODUCTIONS & PROCLAMATIONS

May introduced Carey Hunt, newly hired Assistant Director of Support Services who provided a brief background on herself.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes of the November 8, 2018 regular board meeting and financial report. Prokop seconded the motion. The motion was approved unanimously.

REPORTS AND PRESENTATIONS

SOHS Quarterly Report

McGeary and Harper provided a summary of the report. Harper described an essay contest with a \$1,000.00 scholarship connected to it for high school students with the hope that it makes the students more aware of SOHS hours on Saturdays and the role that SOHS plays. Special accommodations are being made by SOHS for those patrons who live outside city limits. They will waive fees associated with having a photograph delivered to the patron.

SOHS Strategic Plan for 2019 and Beyond

McGeary explained the importance of knowing what patrons want and need. Those will be taken more into consideration. Doty asked how SOHS was involving the smaller historical groups in the region. McGeary said that he and the rest of the SOHS Board would admit that communication with the smaller local historical groups had not been done effectively. The goal is to eventually have an SOHS representative available to them much like their goal is to have an SOHS member available for JCLS/JCLD.

Library Director's Report

May reported that JCLS has been fully staffed for a couple weeks which she said in an organization of this size was unusual. Winter Reads Challenge is currently ongoing until January 5, 2019. This was their second year attending Providence Festival of Trees. While at the event a young patron's library account was able to be restored. May said having the software on hand that provides staff access to accounts is important and

negates the need for the patron to travel to the library for account assistance. May attended the Author Showcase in Ashland, Oregon. She said it was a great event and believes it will grow in popularity. May reported that she along with several staff had attended a tour of the Blackstone Audio facility. She thought it would be beneficial to see what more can be done through partnerships since they are a local company.

Turner noted part time positions being available. She hoped that these had been made available to staff currently not filling full time roles. May said that staff had been asked and all had declined the additional hours. May added that while filling those small roles is difficult, that they often fulfill just the right niche for a person who is looking.

Prinsen introduced herself as the Eagle Point Branch Manager and Upper Rogue Cluster Manager comprising of Shady Cove, Butte Falls, Prospect, Eagle Point and White City Branch Libraries. Prinsen reported on the various events and activities at each of the libraries and how the Friends Groups are involved with their respective libraries.

RCC Oral Report

Felthousen reported that he had met with both Marston and May along with his colleague Cessa Vichi to voice concerns that recent decisions by JCLD could potentially affect procedures. He stated that RCC had not been notified of these decisions. He then stated that following the meeting with Marston and May that he felt that the lines of communication are open and there is a good plan moving forward.

Felthousen suggested a quarterly report could be provided by RCC. He said that the RCC Study Cove will continue to change as they determine how the space can best be used. Kiefer said that JCLD had probably been remiss in their communications with RCC.

Jackson County Library Foundation (JCLF) Report

Drake introduced members of the JCLF Board in attendance and reported that going into the new year JCLF is really focused on fundraising. She feels that as an organization they are ready to move forward with grant writing, networking and building partnerships within the community.

NEW BUSINESS

Letter of Notice to LS&S of Contract Non-Renewal

MOTION: Shaw moved to approve the Letter of Notice to LS&S of Contract Non-Renewal. Doty seconded the motion. The motion was approved unanimously.

2019 Holiday and Library Closure Calendar

MOTION: Shaw moved to approve the 2019 Holiday and Library Closure Calendar. Doty seconded the motion. The motion was approved unanimously.

Security Camera Policy

Marston explained that the policy in the board packet had been updated and went over those updates with the Board.

MOTION: Shaw moved to approve the Security Camera Policy. Prokop seconded the motion. Based on discussion two amendments were made. The first to generalize the policy by removing the names of the libraries but change the wording so as not to mislead anyone into assuming that if they are in a library that they are being recorded. The second amendment was to state the recordings will be maintained for one year or until legally resolved. Shaw moved to approve the Security Camera Policy as amended. Prokop seconded the amended motion. The motion was approved unanimously.

Patron Privacy and Confidentiality Policy

Hunt explained that based on a recent video and with the Security Camera Policy being updated that it seemed like a good time to update this one as well. She highlighted that they had included the Security Camera Policy and made sure to make it clear what information was being retained and for how long. She also said it was important for the public to know all the steps JCLS was taking in maintaining their privacy.

Shaw suggested having an “opt out” option when patrons sign up for library cards. May stated the best way to handle this would be to provide a statement explaining the patrons ability to opt in or out of receiving further library related information within the Patron Privacy and Confidentiality Policy and it would also be referenced in the Circulation Policy which includes the Library Card Application. She informed the Board that she intends to present that at the January board meeting. Marston added the importance of clarity and provided an example of how it could be generally stated that by policy JCLS does not release information unless you opt to allow that. May added that if a patron were to not make a selection to opt in or out that by default they were opting out.

MOTION: Shaw moved to approve the Patron Privacy and Confidentiality Policy as presented. Doty seconded the motion. After a brief discussion it was agreed that Hunt and May would make the changes Marston had recommended. The motion was approved unanimously.

District Employee Benefits

Marston prefaced the presentation by explaining that she had not included HRA’s or HSA’s due to the importance of determining which health plan the board was interested in and that information was just being introduced to them. She explained how some of the benefit levels would work and cautioned them on which benefits would preclude them from participating in certain programs.

Turner recommended a Board Planning Session in January or February 2019 to allow the Board to sit down and create a timeline covering the next 18 months and prioritize the boards hiring of employees which directly impacts the benefit plans they have to choose from. Marston said that she actually had planned to include a future operations and modeling topic on the January agenda but agreed that an additional planning session was needed.

Shaw noted that the Board was scheduled to discuss with LS&S a proposal for Human Resources (HR), collections and compensation. She said that in particular with the HR part that it would behoove the board to get additional proposals. Marston said that what she would like to see in January is the Board acknowledge receipt of the proposals from LS&S but also seek out other bids to compare the many PEO’s available. Shaw questioned why the Board would take time to consider these proposals without receiving others first. After some board discussion it was agreed that the collection and compensation portion of the proposals was for current discussion but the HR part could be set aside.

Following Board discussion it was decided that the next JCLD Study Session would be January 25, 2019 at 10:00 a.m. in the Adams Meeting Room at the Medford Branch Library.

OLD BUSINESS AND UPDATES

District Administrator Performance Evaluation Form and Criteria

Prokop said that while there was a lot of information the format was what he was interested in hearing board opinions on. He added that the design was based on ensuring the format could be used for multiple positions while allowing it to be tailored to the individual being critiqued. After some discussion about how the board would critique the District Administrator a board consensus was reached approving the overall format of the evaluation form.

Marston said that an updated evaluation form would be sent out both electronically and in hard copy form by the end of the December. Prokop agreed to receive and compile the results. The board agreed that they would conduct the evaluation in Executive Session prior to the study session on January 25th, 2019.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee Meeting with Jackson County Facility Maintenance Debrief

Doty reported the Facilities Committee had met with Jackson County Facility Maintenance. She added that new member Ronnie Budge had been in attendance. She said that Ryan DeSautel, Jackson County Facility Maintenance had done a great job laying out their decision making process and providing recommendations.

Shaw noted that the trees at the White City Branch Library didn't provide much of a canopy for shade in the summer and that one actually looked like it was dying. Doty made note of it.

Adjourn

Kiefer adjourned the meeting at 5:58 p.m.

/s/ Donovan Edwards
Recording Secretary