

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), Laura Kimberly (Staff), Amy Drake (Executive Director, JCLF)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:02 p.m.

INTRODUCTIONS & PROCLAMATIONS

Kiefer proclaimed April 8th – 14th, 2018 as National Library Week.

MOTION: Shaw moved to approve the proclamation of April 8th – 14th, 2018 as National Library Week. Doty seconded the motion. The motion was passed unanimously.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes from the February 8, 2018 Regular Board Meeting and the Financial Report. Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Brenda Rosch addressed the Board thanked Marston for providing her with the Board Agenda and for uploading the previous Board Packets on the District website quickly following Rosch's request.

REPORTS AND PRESENTATIONS

Hulburt Bequest Presentation

Adrian Snyder, US Bank Trust Department presented a check for just under \$126,000.00 to the Jackson County Library District on behalf of the Hulburt Trust to be used toward young and mature readers.

Library Director's Report

Based on a request from the Board at the previous Regular Board Meeting Rahming provided a handout and asked Kimberly to provide a brief synopsis of the top three initiatives to be met through Medford Comic Con 2018 and how it will be determined that each initiative has been met.

MOTION: Shaw moved to place waiving the cost of purchasing a JCLS Patron Card during Medford Comic Con 2018 on the agenda. Turner seconded the motion.

MOTION: Shaw moved to provide new JCLS Patron Cards at no cost during Medford Comic Con 2018. Prokop seconded the motion. The motion was approved unanimously.

Rahming introduced Jason Maki, new JCLS Marketing Coordinator.

JCLF Report

Aside from her JCLF Report Drake added that two grant interviews will be held soon for the Central Point Library Idea Lab.

Edge Assessment

Bloom briefed the Board on the results of Phase 1 of the Edge Assessment and explained that this is a good way of comparing JCLS with other library districts utilizing established benchmarks, attributes and levels.

NEW BUSINESS

Approve FY 2018-2019 Budget Calendar

MOTION: Turner moved to accept the FY 2018-2019 Budget Calendar. Doty seconded the motion. The motion was approved unanimously.

Appoint FY 2018-2019 Budget Officer

MOTION: Doty moved to appoint Lisa Marston, Executive Administrator as the Budget Officer. Shaw seconded the motion. The motion was approved unanimously.

Appoint Budget Committee Member

MOTION: Board Members voted by a show of hands (3-1-1) to appoint Catherine Prazenica as the new Budget Committee Member. The motion was approved unanimously.

Shaw recommended in light of potential availability issues for a current Budget Committee Member that a secondary selection be made from the two remaining nominees.

MOTION: Doty moved to appoint Gerri Davis as a secondary nominee for the Budget Committee in case availability issues occur. Prokop seconded the motion. The motion was approved 3-2 in favor of Gerri Davis.

Marston added that Kevin Keating, Budget Committee Member would be out of town on May 24, 2018 for the Budget Hearing however he is willing to teleconference if allowed. The Board agreed that teleconferencing in to attend the Budget Hearing would be acceptable.

The time had not yet been set for the May 24, 2018 Budget Hearing however the Board agreed to hold it at 4pm. If a second meeting is required then it will be scheduled for May 31, 2018 at 4pm.

JCLS Hours Review

Bloom reported that on February 16, 2018 a Patron Survey was emailed out to over 31,000 patrons, posted on JCLS.org and hard copy surveys were provided at each branch. A little over 3,000 responses were received. The two main ideas that came from the surveys was the need for more evening hours and more consistency in hours throughout the week. The current programs are being attended by retiree's and patrons who are not working full time. Adding evening hours will allow full time working patrons to attend programs and enable the libraries to hold programs related to jobs, education and health which are all key attributes found within the Edge Assessment, OLA Standards and JCLD's Strategic Plan.

Board Members discussed the information provided in the report but did have follow up questions that determined more information would be required. Based on Rahmings request Prokop volunteered to collect the ideas that Board Members had and wanted included with the JCLS Hours Review. Upon collecting the Board Member information Prokop would submit that to Rahming so the information could be included in a report for the April 12, 2018 Regular Board Meeting at which time the Board will review

the report to determine if their concerns had been addressed so that a Work Session could be scheduled to discuss the JCLS Hours Review at length.

OLD BUSINESS AND UPDATES

District Administrator Update

Kiefer reported that Prokop and she had worked through 20 applications, 6 of which stood out and each applicant was interviewed via telephone for about 30 minutes. Board Members consensus was to participate in interviewing the four remaining candidates and provide travel and lodging expenses for the candidates coming in from out of the area.

Following some discussion on breaking up the interviews into groups to include two Board Members or if the Board preferred to conduct the interview as a whole, it was decided that all questions would be submitted to Kiefer and Prokop to compile and that list of questions would be used by all Board Members regardless of what size group would be interviewing the candidates. After some discussion on Board Member schedules April 6th and 7th, 2018 were targeted as the best choice for conducting the interviews and March 28th and 29th, 2018 as backup dates.

COMMITTEE AND BOARD MEMBER REPORTS

None.

Adjourn

Kiefer adjourned the meeting at 6:04 p.m.

/s/ Donovan Edwards

Recording Secretary