

MINUTES FOR THE  
JACKSON COUNTY LIBRARY DISTRICT  
BOARD STUDY SESSION  
APRIL 11, 2016

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Study Session was opened by President Monica Weyhe on Monday, April 11, 2016, at 3:05 p.m. in the Adams Community Meeting Room at the Medford Library, 205 South Central Avenue, in Medford, Oregon 97501. Those present were:

Present:

Monica Weyhe, President  
Maureen Swift, Vice President  
Carol Doty, Director  
Jill Turner, Director  
Susan Kiefer, Director

Also Present:

Eric Dziura, JCLD Budget Committee Chair  
Ed Budge, JCLD Budget Committee Member  
George Prokop, JCLD Budget Committee Member  
Tammy Westergard, Library Director, Jackson County Library Services (JCLS)  
Cindy Delanty, Regional Director, Library Systems & Services, Inc. (LSSI)  
Amy Blossom, Ashland Branch Manager, JCLS  
Susan Bloom, Access Services Coordinator, JCLS  
Lisa Marston, Executive Administrator, JCLD  
Donovan Edwards, Office Specialist, JCLD

2. Study Session – Strategic Planning 2016-2020

The purpose of the meeting was for the Board and Budget Committee members to review the Blue Ribbon Committee's (BRC) latest recommendations regarding the Library District's vision, mission, values, goals and objectives; and to identify next steps for completing the strategic plan and linking it to the District's budget process.

The meeting was facilitated by Margot Helphand, who also provided the attached summary of the Board's study session/work session.

President Weyhe adjourned the study session at 4:47 p.m.

/s/ Lisa Marston

Recorder

*Approved - May 12, 2016*



**Attended by:**

**Board Members:** Monica Weyhe, Carol Doty, Maureen Swift, Susan Kiefer, Jill Turner

**Staff:** Tammy Westergard, Susan Bloom, Amy Blossom, Lisa Marston, Donovan Edwards

**JCLD Budget Committee Members:** Eric Dziura, Ed Budge, George Prokop

**LSSI:** Cindy Delanty

**Facilitator:** Margot Helphand

**I. Meeting Agenda**

- Introductions and Overview
- Review Blue Ribbon Committee Recommended Mission, Values, Vision Goals and Objectives
- Identify Next Steps/Timeline for completion of Strategic Plan and link to Budget process

**II. Context**

- As the link between the District and the people of Jackson County, the Board is responsible for adopting the District's Mission, Values, Vision Goals and Objectives and holding staff accountable for results. Staff is responsible for identifying and implementing strategies that support the accomplishment of the plan. The Budget Committee receives and reviews the budget and makes recommendations of a budget that supports the plan and key priorities.
- Question: How does the plan link to the budget process? – The Budget reflects the priorities established by the Board. The Budget Committee's work will be more effective if it has the Board's priorities prior to its review of the budget.
- Question: How do we hold ourselves accountable to the plan? Staff will report on key activities related to the goals, objectives and strategies and begin to develop and report key results indicators. Helphand pointed out that it takes time to develop key results and report on them. It is a developmental process that will begin with reporting on organizational outputs – What was accomplished.
- Question: How do you hold the district accountable to the key value – Integrity? The Board has policies related to operations that are key to organizational integrity. It will review and monitor policies annually.

**III. Plan Review (see attached draft Strategic Plan)**

- The Board and Budget Committee members reviewed the Blue Ribbon Committee's strategic plan recommendation.

- The Board drafted a Vision Statement – “Through the Jackson County libraries individuals reach their potential and communities thrive.”

**IV. Next Steps: Timeline and Process**

- Refinement of plan components – Tammy and Key staff
- Final adoption of plan by Board – April 28, 2016
- April 28<sup>th</sup> Board Work Session establish key priorities in advance of budget Committee process (Budget Committee members invited)
- Communicate plan to the community – Tammy
- Budget Committee meetings - May 12<sup>th</sup> and May 19<sup>th</sup>
- Board adopts budget June 9<sup>th</sup>, 2016