

## 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 (District Administrator), Jackie Bunick, Legal Counsel, Laura Kimberly (Assistant Library Director), Jason Maki (Marketing Coordinator), Amy Drake (Executive Director, JCLF), Donovan Edwards, (JCLD Administrative Assistant), Jennifer Giltrop (Chief Library Officer, LS&S), Todd Frager (CFO/COO, LS&S)

### CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:00 p.m.

### INTRODUCTIONS & PROCLAMATIONS

Kiefer introduced Jackie Bunick, the new JCLD legal counsel.

### CONSENT AGENDA

**MOTION:** Doty moved to approve the minutes from the May 10, 2018 regular board meeting, May 24, 2018 Budget Committee meeting and financial report. Turner seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

### PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2018-2019 BUDGET

#### LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2018-2019

Kiefer opened the public hearing to receive comments regarding fiscal year 2018-2019 budget at 4:03 p.m. Hearing no public comments, she closed the public hearing at 4:04 p.m.

#### **Resolution 2017/2018-06: Adopting Fiscal Year 2018-2019 Budget, Making Appropriations, Imposing and Categorizing Taxes**

**MOTION:** Doty moved to approve Resolution 2017/2018-06: Adopting Fiscal Year 2018-2019 Budget, Making Appropriations, Imposing and Categorizing Taxes. Shaw seconded the motion. The motion was approved unanimously by roll call vote.

### REPORTS AND PRESENTATIONS

#### Library Director's Report

Kimberly summarized the Director's Report, highlighting several key points. She passed around the Mayor's Award recently received by the Medford Comic Con Team. Project Community Connect saw 17 new patrons register for Library Cards and 240 books given away. The staff intranet is now available and will be used for internal communication and staff training. The Booktalk Program, over an 11 week period in the fall of 2017 and 12 week period in the spring of 2018, served over 192 classes in 39 schools within Jackson County. This accounts for 78% of all schools having a 4<sup>th</sup> through 6<sup>th</sup> grade program. All communities that have a Jackson County Library are being reached.

The Medford Comic Con (MCC) provided an opportunity for three Graphics, Design Interns to manage the designed MCC print collateral including banners, promotional materials and passports. One senior from Phoenix completed their senior project, on MCC Project Management, and ten other students from a local high school learned about project management and event coordination.

MCC had 40 donors and accumulated \$28,000 in donated goods and services. It also had 100 volunteers, 75 vendors, 30 workshops, 10 food trucks and served over 20,000 attendees.

Marston pointed out that the Mayor's Award was given to the Medford Comic Con team which consists of RCC, SOU, JCLS and the Medford Friends of the Library and is shared by all.

### **JCLF Report**

Drake reported that JCLF received from the Oregon Community Foundation \$30,000 to support the Spark Space at the Central Point Branch Library. The JCLS system was established in 1919 which will make 2019 the centennial year. In honor of that, JCLF has decided to have a centennial celebration. A Foundation Events Committee will meet with Drake to begin planning for the event. Preliminary ideas include a soiree at the Medford Branch Library possibly in the fall of 2019 and working with the Friends of the Library groups to hold smaller children focused birthday celebrations at the other branch libraries.

### **Update on Facilities Plan Objective 1**

Doty explained that an updated Facilities Plan Objective 1 would be made available following a little more work by the Facilities Committee. She also stated that an Advocacy Plan has also been drafted and will be provided to the Board when whether or not the time comes to choose to establish an Advocacy Committee.

### **NEW BUSINESS**

#### **JCLS Staff Compensation Proposal**

Giltrop announced JCLS has hired Kari May as the new Library Director. She will begin August 6th, 2018 but will be available during the Board Retreat on July 12 – 13, 2018. Prokop asked who would be representing JCLS at the Board Retreat. Giltrop answered that herself and Denise Galarraga would be in attendance and Ms. May will be there as an observer.

Giltrop stated that since LS&S has been involved with the JCLD contract, compensation over time has been provided to include the most recent \$1.00 per hour increase, effective January 1, 2018. This will continue in a natural progression if no decision is made on the presented proposal. Giltrop assured the Board that LS&S would not be financially compensated on any of the proposed compensation increases being proposed.

Shaw noted the turnover rate as 18.05% and asked if exit interviews are ever conducted Giltrop answered yes they do but not for every employee. Shaw stated that the turnover rate was high and that exit interviews could help highlight the reason.

Turner handed out a salary review packet which she created based on the JCLS Staff Compensation Proposal. To provide historical background on the salary schedule Turner's salary review provided data from 2007 to the current schedule. She noted that with the exception of the recent \$1.00 increase in January 2018 the 3% annual increase that is paid by JCLD is not necessarily added to the salary schedule and noted, in particular, the entry-level librarian salary was \$18.00 per hour in 2007 and did not increase to \$19.00 per hour until January 2018. She further explained that without the increase being added to the salary schedule that an employee would receive the annual increase on January 1<sup>st</sup>.

Turner also reported that Mr. Frager had informed her and other Board Members that, following the previous Library Director's departure, LS&S was committed to changing the salary schedule for the new Library Director. That is the case with recent numbers having been provided. Turner referenced the resource requirements section on page one of the JCLS Staff Compensation proposal saying that the 1.5% that is being described as cost could mean many things such as overhead or indirect costs, none of which will likely remain within Jackson County. She then referred to the 2017 breakdown of LSSI contract pie chart included in the salary review and pointed out that only 48% of the total contract amount is spent on wages.

Frager asked that the Board give him some time to take both the JCLS staff compensation proposal and the salary review back to his office to analyze and research. He asked for clarification on the salary schedule and Turner explained that new employees were being paid previous year wage amounts instead of also benefiting from the 3% annual increase. Frager responded that it didn't make sense to him but pledged to look into it, stating that he would prefer to look at the reality of what was done as opposed to a schedule. He reiterated that he wanted to go back and look at all the information provided stating that it was all fixable and that over the last year he has been aggressive in fixing things. He stated that while this new information is "eye opening" he will react to it appropriately.

Frager said that he would be able to provide the Board with a response by the end of July and have that added to the Board Packet for the August 9<sup>th</sup>, 2018 Regular Board Meeting. His goal is to look at the history of the wages and benefits compared to where they are at today. He wants to look ahead and see where LS&S and the District's responsibilities are moving forward.

### **Video Equipment Proposal for Staff Training and Marketing**

Kimberly explained that if approved the proposal would provide training equipment for staff to include creating videos to be used multiple times and would cut down costs associated with travel for staff to attend training events. Additionally, public facing videos will also be created to assist with marketing. The total cost would be approximately \$6,000 and would be provided through the Kent Family Trust.

**MOTION:** Turner moved to approve the video equipment proposal for staff training and marketing. Doty seconded the motion for discussion purposes. Prokop said that training is important and so are the tools required to conduct better training. He wasn't sure he would be opposed to it but wanted to hear from other Board Members. Shaw said that the idea of shooting training videos is great; however, with the ability to create videos with less expensive equipment, such as i-Phones setup on tri-pods, she would prefer to see a cost comparison. She would also like to see what it would cost to hire an outside person or company to shoot these videos. Shaw referred to the last line in the summary of the proposal stating that additional staff resources will not be required; however, editing is listed as a cost and it takes time to edit videos. Prokop said that he was looking at it a little differently. Within the Technology Plan the intent is for the Digital Services staff to eventually provide training to patrons on similar equipment, so they will also need to have training. Prokop said that for internal training this feels synergistic but for the public facing videos he would consider hiring an outside source. Shaw said that she would like know how many videos will be needed and asked that staff find out how much that would cost to have done through an outside source compared with the proposed equipment list. Giltrop suggested staff could contact outside companies and ask them to provide a quote on how many hours of video could be provided for the requested \$6,000. Kiefer suggested that the matter be tabled in the interest of time and allow staff to bring back some comparative information. Turner withdrew her original motion and recommended tabling the video equipment proposal for staff training and marketing until the July 12, 2018 regular board meeting. Doty agreed to withdraw her second to the original motion to table the subject. The video equipment proposal for staff training and marketing was tabled unanimously.

**Establish Board Meeting Day and Time for Fiscal Year 2018-2019**

**MOTION:** Turner moved to continue the established board meeting day and time for fiscal year 2018-2019 as the second Thursday of each month beginning at 4:00 p.m. unless otherwise posted, such as the July 12, 2018 Board meeting being held in White City, Oregon at 10:00 a.m. Doty seconded the motion. The motion was approved unanimously.

**Planning JCLD Board Retreat**

Marston said that she has been working with Ruth Metz, Ruth Metz Consulting, who is facilitating the Board retreat and establishing the agenda. She explained the first day would be mainly driven by staff providing information and presenting that to the Board and the second day would be discussing priorities.

**Ruth Metz Consulting Services Contract**

Marston explained that this covers library consulting services and although there is already an agreement between Ruth Metz and the District, cost for consulting services with Ms. Metz has increased significantly and needed to be brought to the Board.

**MOTION:** Turner moved to adopt the Ruth Metz consulting services contract. Prokop seconded the motion. The motion was approved 4-0. Doty abstained.

**OLD BUSINESS AND UPDATES**

**Technology Plan Update**

Prokop explained that the goal was to come up with a three year plan based on OLA Standards. The plan includes strategic documents and action plans. It has more detail than he had planned but says it is a good starting point.

Doty said that she would like the Board to consider as a policy to adopt these plans as they are created since they will be used as guidance on staffing and resources.

**COMMITTEE AND BOARD MEMBER REPORTS**

None

**Adjourn**

Kiefer adjourned the meeting at 6:03 p.m.

/s/ Donovan Edwards  
Recording Secretary