

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), 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), Kristin Anderson (Zone/Branch Manager), Kari May (Incoming Library Director), Denise Galarraga (Regional Library Director)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 10:00 a.m.

INTRODUCTIONS & PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: Turner moved to approve the Consent Agenda with the minutes from the June 14, 2018 regular board meeting removed. Doty seconded the motion. The motion was approved unanimously.

Turner recommended changes to page three under New Business – JCLS Staff Compensation Proposal.

MOTION: Shaw moved to approve the minutes from June 14, 2018 as amended. Doty seconded the motion. Doty wanted to add a comment with the Financial Report noting that in the past it had been mentioned that there are several Community Foundation funds and in particular the under-utilized Applegate fund. Her hope is the Board will look at how to best utilize those funds and that maybe the new Library Director could also help. Kiefer stated that it was her understanding that those funds were directed at mainly adding hours to the Applegate Library but that it would be something to look into. The motion was approved unanimously.

ELECTION OF OFFICERS

MOTION: Shaw moved for Susan Kiefer to remain as Board President and George Prokop to remain as Board Vice President. Doty recommended the Board cast a unanimous ballot for the two nominees. Turner seconded the motion. The motion was approved unanimously.

REPORTS AND PRESENTATIONS

Library Director's Report

Kimberly summarized the Director's Report and updated some of the new vacant positions being filled since the report had been printed. The BiblioCommons validation phase has been completed. Staff are testing functionality and being trained on the program. The official launch is August 15th, 2018.

JCLF Report

Drake reported that the Babies First Book program is running again after two years. She thanked the Friends of the Library, Presidents Forum and the volunteers program for helping to assemble all 2,500 packets which will be distributed to Providence, Asante and Healthy Families of Southern Oregon. The

Foundation will hold its Board Retreat in August and will be discussing Effective Organization Functioning and the Foundation Mission Statement.

NEW BUSINESS

JCLF Library Closure Request for 2019 Centennial Celebration

Drake summarized the Foundations' plan to host a gala at the Medford Branch Library on September 14th, 2019. JCLF believes that hosting a gala at the central library would provide a great opportunity to showcase the library for the many influential members of the community who may not use the libraries often or may use another branch other than Medford. Due to the logistics of setting up for the gala JCLF requests closing the Medford Branch Library on September 14th and 15th, 2019.

Discussion occurred regarding closing the library. Giltrop stated that she believed it was possible to be able to keep the library open on Saturday and still get things set up for the gala later on and that even if the computers upstairs were not available that at least the facility would be.

MOTION: Shaw moved to approve the concept for the gala and that JCLF and library staff could work on the details for the event and keep the Board informed of whether or not the library needed to be closed. Doty seconded the motion. The motion was approved unanimously.

Staff Training Day – September 14th, 2018

MOTION: Shaw moved to approve closing all Jackson County Libraries on September 14th, 2018 for a staff training day. Turner seconded the motion. The motion was approved unanimously.

Central Point Branch Library “Spark Space” Library Closure

Anderson explained the Central Point Library would need to be closed from September 25th through September 28th, 2018 to allow time to reconfigure the library, install or replace equipment and furniture and for exclusive opening festivities for the new Spark Space. She added that JCLF would be coordinating the opening event. The public grand reopening will be on September 29th, 2018 beginning when the library opens at noon.

MOTION: Turner moved to approve closing the Central Point Library from September 25th through September 28th, 2018. Shaw seconded the motion. The motion was approved unanimously.

Proposed Staff Additions - JCLS

Giltrop said that based on the service level that was to be provided at the time the contract was signed between JCLD and LS&S she doesn't believe the libraries are staffed as they should be. The staff positions outlined in the proposal will cost about \$240,000 which is already covered within the contract. The new positions will primarily cover Youth Services and Programming for the smaller libraries where it has not been available. Some of the staff positions will be covered by staff already employed by JCLS.

District Organization Items for 2018-2019

MOTION: Shaw moved to accept District Administrator's District Organizational Items 1 - 10. Doty seconded the motion. The motion was approved unanimously.

Resolution 2018/2019-01: Authorize Checking Account, Designated Personnel and Signers

MOTION: Doty moved to approve Resolution 2018/2019-01 Authorize Checking Account, Designated personnel and Signers. Shaw seconded the motion. The motion was approved unanimously.

Resolution 2018/2019-02: Authorize LGIP Account, Designated Personnel and Signers

MOTION: Doty moved to approve Resolution 2018/2019-02 Authorize LGIP Account, Designated Personnel and Signers. Shaw seconded the motion. The motion was approved unanimously.

Resolution 2018/2019-03: Authorize Credit Card, Designated Personnel and Signers

MOTION: Shaw moved to approve Resolution 2018/2019-03 Authorize Credit Card, Designated Personnel and Signers. Doty seconded the motion. The motion was approved unanimously.

Board Committee Appointments; Board Liaisons to Outside Entities

After some Board discussion it was determined that Prokop will chair the Technology Committee, Doty will chair the Facilities Committee, Shaw will chair the Advocacy Committee with Kiefer’s assistance due to her relationships with the Friends and Foundation. Shaw recommended that Marston, as the District Administrator could chair the Operations and Governance Committee which was agreed upon by the Board. Kiefer will be the primary representative to RVCOG with Marston as the alternate. (Note: The OLA Standards Committee, which Turner chaired, will be put on hold while Turner and Marston work on a long range cost modeling project for the District.)

OLD BUSINESS AND UPDATES

Adopt Three Year Technology Plan

MOTION: Doty moved to adopt the Three Year Technology Plan. Turner seconded the motion. Giltrop noted 2018 dates that would likely need to be changed to 2019 and additionally noted that staff additions would be likely that are not budgeted for as of yet. Prokop explained that based on differing opinions of Technology Committee members that more dialogue is needed and researching potential resources that could help with some of the staff positions. Kiefer added that the plan is a work in progress. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

2018 OLA Standards Report

Turner stated that there had been much improvement in the libraries and the libraries are working in the direction that the District wants to see.

MOTION: Doty moved to accept the 2018 OLA Standards Report as it was presented. Prokop seconded the motion. The motion was approved unanimously.

Adjourn

Kiefer adjourned the meeting at 12:03 p.m.

/s/ Donovan Edwards
Recording Secretary