

## MINUTES

### ATTENDEES

Present at the meeting were Board Members Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, George Prokop, Eric Dziura.

Additional participants: Kari May (Library Director), Carey Hunt (Assistant Library Director), Claudine Taillac (JCLS Assistant Director of Public Services), (Medford Branch Manager), Sandy Boatright (Executive Director, JCLF), Jackie Bunick (Legal Counsel), Jennifer Giltrop (LS&S Chief Library Officer), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

### CALL TO ORDER

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

### INTRODUCTIONS & PROCLAMATIONS

None

### OATH OF OFFICE

Honorable Pamela B. Turner administered the Oath of Office to Susan Kiefer, Jill Turner and Eric Dziura.

### ELECTION OF OFFICERS

**MOTION:** Director Shaw nominated Director Kiefer as JCLD Board President. Director Turner moved to close the nomination. Director Dziura seconded the motion. The motion was approved unanimously.

**MOTION:** Director Kiefer nominated Director Shaw as JCLD Board Vice President. Director Dziura moved to close the nomination. Director Kiefer seconded the motion. The motion was approved unanimously.

### CONSENT AGENDA

Marston asked to add approving the Jackson County Election Results of May 21<sup>st</sup>, 2019 to the consent agenda. Kiefer said that item 14 under the Consent Agenda would be substituted with another look at the proposed new logo. Director Shaw asked to remove item 8 from the Consent Agenda. Director Turner asked to remove item 2 from the Consent Agenda.

**MOTION:** Director Shaw moved to approve the Consent Agenda as amended. Director Prokop seconded the motion. The motion was approved unanimously.

Item 2: Director Turner noted under the Technology Committee (page 6) the sentence needed to be reworked and properly completed. Marston asked that the “s” be removed from “Maker” Space in multiple areas.

Item 8: Director Shaw asked that if the only choice for newspaper of record was the Mail Tribune that a newspaper of record not be listed. There was consensus to table the newspaper of record until a suitable replacement could be named. Director Turner recommended that JCLD Regular Board Meetings schedule two meetings per month with the second board meeting having a specific agenda item and only held if necessary. The meetings would be set for the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month (with the exceptions of November/December holding one meeting on the 2<sup>nd</sup> Thursday) beginning at 4:00 p.m. in the Adams

Meeting Room. Director Prokop added that these would be prescheduled meetings and it would be determined at the first meeting if a second meeting would be necessary.

**MOTION:** Director Shaw moved to approve items 1, 3 – 10 on the District Organizational Items for 2019-2020. Director Turner seconded the motion. The motion was approved unanimously. For clarification Kiefer said that item 2 had been tabled for now and all other items approved.

## **ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE**

None

## **REPORTS AND PRESENTATIONS**

### **Library Director's Report**

Kari May, JCLS Library Director introduced Claudine Taillac, JCLS Assistant Director of Public Services. May provided a summary of the Library Directors Report (page 19).

### **Edge Assessment**

May asked Carey Hunt, Assistant Director of Support Services to provide some supplementary information. May and Hunt both responded to questions from the Board Members on the Edge Assessment results.

### **JCLF Report**

Sandy Boatright, JCLF Executive Director provided a summary of the JCLF Report (page 34).

### **2020 Transition Report**

Marston said that much of the information in the report had been discussed the previous day during day one of the 2019 JCLD Board Retreat.

### **Building Transfer Update**

Jackie Bunick, JCLD Attorney presented a memorandum reporting the status of each of the buildings and properties ownership and provided a summary for some of the locations. Director Shaw and Director Turner recommended that prior to speaking with a Land Use Attorney that Ms. Bunick speak with Ashland City Manager and the Jackson County Planning Department. There was Board consensus for more information to be brought forward prior to granting authorization to speak with a Land Use Attorney.

## **UNFINISHED BUSINESS**

### **JCLS Logo Second Presentation**

May explained that she had asked Ryan Bradley, JCLS Marketing Coordinator to try some different colors with the logo and bring it back to the Board for review. Based on color concerns addressed the first time the new logo was presented he had conducted a “blind” study that specifically asked what color combination most appealed to the survey takers. The survey takers were not associated with JCLS nor were they from this geographic region. There was Board consensus for JCLS staff to move forward with the logo presented in the color combinations provided.

## **NEW BUSINESS**

### **Establish Board Meeting Day and Time for 2019-2020**

Please see the Consent Agenda Item 8.

### **Board Committee Appointments; Board Liaison to Outside Entities**

Director Turner - Finance Committee; Director Prokop - Technology Committee; Director Shaw/Director Dziura (Chair) - Policy Committee; Director Kiefer/Director Dziura - Facilities Committee; Director Shaw - RVCOG Representative; Director Shaw – Media Representative

**MOTION:** Director Dziura moved to approve the Board Committee Appointments; Board Liaison to Outside Entities as discussed. Director Prokop seconded the motion. The motion was approved unanimously.

### **Powers and Duties of the Board Policy**

**MOTION:** Director Turner moved to approve the Powers and Duties of the Board Policy. Director Dziura seconded the motion. Turner noted that under Ethical Standards: Conflicts of Interest (page 41) JCLD does not currently comply. Marston said the conflict of interest and ethical statements would need to be signed by the Board and would be forthcoming. Director Prokop asked for clarification on whether the policy would change or the Board would be compliant. Marston said the Board would comply and the policy would be brought back the following month. The motion was approved unanimously.

### **Board Responsibility Policy**

Marston stated that beginning on page 43 each section title the word “should” needs to be replaced with “shall”.

**MOTION:** Director Shaw moved to table the Board Responsibility Policy and refer it to the Policy Committee for review. Director Prokop seconded the motion.

### **Rules of Conduct**

**MOTION:** Director Turner moved to table the Rules of Conduct. Director Prokop seconded the motion. The Rules of Conduct will be brought back to the Board with more information.

### **COMMITTEE AND BOARD MEMBER REPORTS**

None

### **ADJOURN**

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

/s/ Donovan Edwards

Recording Secretary