

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty, Mark Bartholomew (Attorney), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director).

CALL TO ORDER

Kiefer called the meeting to order at 9:31 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Kiefer introduced newly elected JCLD Board Directors Cathy Shaw and George Prokop. Kiefer introduced Alan Drescher, former Municipal Court Judge who would be administering the Oaths of Office.

OATH OF OFFICE

Cathy Shaw and George Prokop were sworn in by Mr. Drescher. Both Directors will serve a four year term which expires June 30th, 2021.

ELECTION OF OFFICERS

Electing a President

MOTION: Doty nominated Director Kiefer for JCLD Board President. Turner seconded the motion. The motion was passed unanimously.

Electing a Vice President

MOTION: Shaw nominated Director Prokop as JCLD Vice President. Turner seconded the nomination. The motion was passed unanimously.

OLD BUSINESS

Lindberg Estate Bequest to Ashland Library

By request of Bartholomew due to time constraints for Shane Antholz, Hornecker Cowling LLC this topic was moved up on the Agenda. Mr. Antholz reported the estate is ready to close and recommended using a Verified Statement as opposed to a formal, final accounting. By consenting to a verified statement, the District will be able to save time and money. Turner asked about proceeds outside of the house. Mr. Antholz responded there is about \$70,000 in a bank account with all the bills having been paid out with the exception of the expenditures regarding the closing of the estate.

MOTION: Turner moved to accept the verified statement in lieu of a final accounting in regards to the Lindberg Estate. Doty seconded the motion. Kiefer asked what the next steps would be. Mr. Antholz brought a consent form with him and explained that, provided the Board opted to sign the consent, it would be submitted with the verified statement and should be filed no later than Monday, July 17th, 2017. Following the judgment, he anticipates things happening quickly to include the deed being turned over and a check for the remaining bank account balance being issued. Mr. Antholz anticipates the only remaining paperwork would be the receipt for receiving the check for the balance of the Lindberg bank account, which the Board determined could be signed by Ms. Marston. The motion was passed unanimously.

CONSENT AGENDA

MOTION: Doty requested statistical data from the 2017 Medford Comic Con which had been provided by Laura Kimberly, Medford Branch Manager/Comic Con Coordinator be added to the minutes of the June 8th, 2017 Regular Board Meeting. Marston suggested adding a link on the website that would allow viewers to see the statistical data to which Doty accepted and withdrew her request. Turner noted that the June 14th, 2017 Special Meeting minutes reflected a unanimous decision to approve the Confidential Settlement and Release Agreement; however, Turner had voted “no”. Additionally, Kiefer noted a correction to the spelling of Lucien Kress’ name within the June 8th, 2017 Regular Board Meeting minutes. Doty moved to approve, as corrected, the minutes from June 8th, 2017 Regular Board Meeting and June 14th, 2017 Special Board Meeting. Turner seconded the motion. The motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

PRESENTATIONS AND REPORTS

Library Director’s Report

Rahming began by thanking the Board for authorizing the Food for Fines program and referred to the “infographic” on page 13 of the Board Packet which was well received. This fall staff will follow up on the newly issued patron cards to determine how many of those patrons are still utilizing library services. He is pleased with the recent contract amendment between the District and LS&S which includes five staff positions. At the Board Retreat he would like to discuss the job descriptions with the Board and ensure that the descriptions are in-line with the Strategic Plan.

Significant discussion occurred regarding the Hotspot Lending Program section of the Library Director’s Report. While there is much more information that needs to be gathered prior to requesting implementation of the program, the Board does support the idea and looks forward to Rahming’s update in August or September. The goal of the program is to provide internet connectivity to those communities who do not have easily accessible Wi-Fi signals or patrons who do not have internet access in their homes.

Comic Con 2018

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager began by explaining that the 2018 Medford Comic Con would be a two day event (April 28th and 29th 2018) to allow more community involvement, reach a larger demographic, provide more service learning opportunities, and create a much larger economic impact, all of which ties in with the Strategic Plan. Kimberly provided a spreadsheet that broke down the identified positional needs, services and hours required and included the amount of funding being requested through several potential grant opportunities, as well as the amount of funds being requested of the District to cover additional staff.

MOTION: Turner moved to approve the 2018 Medford Comic Con Budget Request of \$16,200. Shaw seconded the motion. Prokop asked Kimberly if there was a list of objectives that would link the budget request directly to the Strategic Plan and stated that he would be more comfortable approving the budget if that could be provided. Kimberly assured the Board that she would be able to provide the objectives at the August 10th Regular Board Meeting. Turner suggested that since this would be an annual event that adding a Comic Con line item to the budget would be prudent. Doty moved to amend Turner’s motion by granting preliminary approval of \$5,000 until a clear list of objectives is provided that directly ties the original request of \$16,200 to the Strategic Plan. Turner accepted the amendment. Shaw seconded the amended motion. The motion was passed unanimously.

Jackson County Library Foundation (JCLF) Report

Amy Drake, Executive Director of JCLF, reported that the Foundation met with Margot Helphand, Helphand and Associates Consulting, and went over the Foundation's Work Plan, identifying goals and strategies. They are looking to be actively fundraising by early 2018.

NEW BUSINESS

Art Display and Exhibit Policy

There was Board discussion regarding the intent of the policy and what should be included within it. Bloom explained that while policies vary the one consistency she discovered was having policies that cover the guidelines of art displays and exhibits. These are not written to address how art is acquired or how donations are handled but rather to list standards that need to be followed and referred to when necessary. Additionally, the policy provides an explanation to library staff and community members on the stance that the District takes on displays and exhibits, regardless of ownership.

MOTION: Doty moved to approve the Art Display and Exhibit Policy. Shaw seconded the motion. The motion was approved unanimously.

Establish Board Meeting Day and Time for 2017-2018

Board Members and library staff weighed in on the topic, while multiple points were made for keeping the current meeting time. Ultimately, it was agreed that shifting the meetings to a later time on the second Thursday of the month would allow for more community involvement and attendance. With the time shifting to the late afternoon the issue of overtime for Library staff was addressed. Rahming noted that flextime would be available to staff wishing to attend the Board Meetings.

MOTION: Shaw moved to shift the time of the JCLD Regular Board Meeting to begin at 4:00 p.m. on the 2nd Thursday of each month beginning on September 14th, 2017. Prokop seconded the motion. The motion was approved unanimously.

District Organizational Items for 2017-2018

MOTION: Turner moved to accept the Executive Administrator's recommendations as presented for organizational items 1 through 9 (page 19 of the Board Packet). Doty seconded the motion. The motion was approved unanimously by roll call vote.

Resolution 2017-03: To Authorize Checking Account, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-03. Doty seconded the motion. The motion was approved unanimously.

Resolution 2017-04: To Authorize LGIP Account, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-04. Doty seconded the motion. The motion was approved unanimously.

Resolution 2017-05: To Authorize Credit Card, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-05. Doty seconded the motion. The motion was approved unanimously.

Board Liaisons to Outside Entities, Commissions, Committees and Boards

MOTION: Doty moved to table Board Liaisons to Outside Entities, Commissions, Committees and Boards until the Board Retreat on August 10th - 11th, 2017. Shaw seconded the motion. The motion was approved unanimously.

Committee Appointments

MOTION: Doty moved to amend the previous motion to table Board Liaisons to Outside Entities, Commissions, Committees and Boards until the Board Retreat on August 10th - 11th, 2017 to include Committee Appointments. Shaw seconded the motion. The motion was approved unanimously.

Board Retreat

Kiefer provided a general summarization of the Board Retreat which is scheduled to immediately follow the August 10th, 2017 Regular Board Meeting and will conclude on August 11th, 2017. She informed the Board Members that cabins have been rented at the Green Springs Inn located in Ashland, Oregon.

Staff Training Day – October 9th, 2017

MOTION: Turner moved to approve the closure of all JCLS locations on October 9th, 2017 for Staff Training Day. Doty seconded the motion. The motion was approved unanimously.

OLD BUSINESS

MOTION: Shaw moved to add Community Promotional/Strategic Plan Expenditures to the Agenda under Old Business. Turner seconded the motion. The motion was approved unanimously.

Community Promotional/Strategic Plan Expenditures

To provide clarity within the JCLD budget line items the Board reached a consensus in changing the name Community Promotional/Strategic Plan Expenditures to Consultant Fees.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Nothing to report at this time.

Facilities Committee

The next Facilities Committee meeting is tentatively scheduled for September 12th, 2017 but that date could be changed depending on scheduling.

Policy Committee

Kiefer informed the Board that the next policy that the Board will see is a social media policy and that would likely be at the September 10th, 2017 Regular Board Meeting.

Technology Committee

Nothing to report at this time.

Individual Reports

MOTION: Doty moved to authorize Director Cathy Shaw and Director Jill Turner to work on emptying the home and smaller storage buildings connected to the Lindberg Estate and authorized minimal expenditures to be used in that effort. Prokop seconded the motion. The motion was approved unanimously.

Adjourn

Kiefer adjourned the meeting at 11:37 a.m.

/s/ Donovan Edwards

Recording Secretary