

## MINUTES

### ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe

### CALL TO ORDER

President Maureen Swift called the meeting to order at 9:33 a.m.

### WELCOME

Swift welcomed attendees. There were no updates to the agenda.

### MINUTES

Doty moved to approve minutes of the July 14<sup>th</sup>, 2016 Regular Board Meeting and both July 14<sup>th</sup> and 15<sup>th</sup> Board Study Session. Weyhe seconded the motion. The motion carried unanimously.

### PUBLIC COMMENTS

No public comments.

### JCLD PRESIDENTS OPENING REMARKS

Swift referred to the changes within the July 14<sup>th</sup>, 2016 minutes formatting stating that initially the change was “jarring” however, after she read through it she feels that this format created by Lisa Marston, JCLD Executive Administrator, was closer to what JCLD needs moving forward with the minutes; plus, as District legal counsel Mark Bartholomew advised, the meetings are recorded as well.

### LIBRARY DIRECTOR REPORT

Dana Braccia, Interim Library Director, utilizing the Library Director Report summarized to Board members that the Summer Reading Program was very successful and is wrapping up, highlighting the BBQ in Prospect and sharing how happy she was with the support received for the program.

Braccia also announced that the volunteer newsletter would be issued to Board members in real time rather than waiting for the Board packet release.

Swift asked about the Free Library in Trail, Oregon which had caught her attention recently when she was out in the area. Amy Blossom, Ashland Branch Librarian, explained that the Free Library was put in place as a means of providing library services to communities that do not have libraries. It was discussed among all present about the Free Library actually being a nation-wide program that range from being located in parks to someone’s yard. Typically they are described as a large birdhouse or a little home on a post where books are openly traded between readers.

Turner brought up section 8.2 of the Library Directors Report and asked if this was a policy update. There was quite a bit of discussion between the Board, Braccia and Susan Bloom, Access Services Coordinator. As a result of the conversation it was explained by Bloom that the Policy Committee is beginning to look at the “legacy” policies and this particular policy just happened to create the most concern amongst the staff. The policy itself was not new but new wording and a couple of additions were really the only thing being done. In completing the discussion, Turner stated that the District didn’t necessarily agree with LS&S’s terminology. Braccia agreed that she would change “extra help” to “on call.”

Next, Turner suggested that since there was so much work placed into developing the Strategic Plan she felt it would be helpful to list next to each item within the Library Director's Report where it falls within the Strategic Plan, to which Braccia agreed. Turner then asked about the vacant library positions and the progress being made to fill them. Braccia explained a couple of the positions and what was being looked at. Turner then reminded Braccia that the Library Director position was also being looked at but not listed in the report. Braccia apologized and stated that she would add that in. Weyhe suggested that those positions being recruited for be advertised online as well, citing the Oregon Library Association and Pacific Northwest Library Association websites where you can post jobs for free.

Braccia announced that Mickey Coalwell, LS&S Regional Manager, will be here in September and said she would reach out to the Board to see if they are interested in meeting with him while he is in town.

### **QUARTERLY STATISTICAL REPORT**

After passing out a replacement page for the Circulation Report on page 24, Bloom explained that there had been a 22% increase since the previous year. She stated that the Auto Renewal feature is a large contributing factor. At this point there was some dialogue between all Board members and Bloom regarding the data and how accurate it was. It was brought up that the Auto Renewal feature doesn't differentiate at this time between an automated renewal, personal renewal (patron actually going to the library to renew their book) or even a first time checkout. Bloom stated that the numbers are still new and she is still in the beginning stages of understanding them. Bloom said that she will continue to extrapolate data and add new features to continue in gathering more information and provide that to the Board.

Bloom also explained that according to a state report there were over 160,000 card holders; however, those included inactive accounts as well. A purge was discussed since it had been a few years since it had happened. A purge this year will be done according to Bloom in an effort to refresh the information and get more accurate numbers on the increasing patronage of the libraries.

### **FINANCIAL REPORT**

Turner offered to answer questions about the financial report included in the Board packet, but none were asked.

### **NEW BUSINESS**

#### **October 28, 2016 All Staff Training Day**

Braccia made a formal request on behalf of staff for a Public Library closure for October 28, 2016 for a Staff Training Day and asked to make this an annual event. Up until now it has been annually done but nothing official has been created for it and Braccia and the staff would like to do that at this time.

Weyhe moved to approve an annual All Staff Training Day creating a closure of the Public Libraries for one day per year beginning with October 28, 2016. Doty seconded the motion. The motion was carried unanimously.

#### **Limited-time Waiver of Fee for Switching to New Library Card**

Swift announced the Limited-time Waiver of Fee for Switching to New Library Card option explaining that it is proposed that for the month of September patrons can exchange their old library cards for the new ones without paying the \$2.00 card change/replacement fee. The numbers associated with the old cards will not be carried over.

Kiefer moved to approve the Limited-time Waiver of Fee for Switching to New Library Card. Weyhe seconded the motion. The motion was carried unanimously.

### **Board Policies**

Swift announced that Board Policies will be carried over into October as work is still being completed on the RFP. Marston requested that the Ethics Policy be the first that is worked on in October since the deadline for SDAO's Best Practices Program is in November.

## **Friends and Foundation Reports**

Swift reminded Board members that the Friends and Foundation Report originally had been included in the Board packet, but that it had been phased out; however, at the recent Board Retreat it was brought back up as something that might once again be useful. Swift suggested that at the next President's Forum, she invite Carol Levi, President of the President's Forum, to the JCLD Regular Board meeting in October since the week of October 9<sup>th</sup> through 15<sup>th</sup> is National Friends of the Library Week. Swift stressed that JCLD would not be successful without the Friends of the Libraries outstanding support and it would be appropriate to invite her.

In addition Swift reminded Board members that Shelley Austin, Executive Director of the Jackson County Library Foundation, has resigned from her position effective immediately due to health concerns of a family member. At Swift's request Kiefer explained that the Foundation had had a very long meeting on August 9<sup>th</sup>, 2016 and stemming from that Kiefer contacted Margot Helphand to see if she would be able to assist the Foundation in creating a plan on how it will move forward. Kiefer did state that the Foundation is not going to rush to find a replacement for the position as they want to find someone with the right balance of fundraising and administration.

## **OLD BUSINESS**

### **Patron Conduct Policy**

Bloom presented a draft of the Patron Conduct Policy which Board members discussed at great length. Many items that were highlighted, such as bags being allowed or a patron potentially sleeping within the libraries, while noted as prohibited on the list are also items that everyone is aware still comes down to a judgement call by the staff.

Weyhe suggested that rather than listing alcohol and marijuana specifically on the policy that "controlled substances" be a better term to use.

In regards to weapons rules being listed on the policy Bartholomew suggested the following sentence be added to the policy "No firearms or other weapons permitted except as permitted by ORS 166.291 and ORS 166.292".

The subject of "trespassing" was brought up by Bloom as having not been addressed in the policy and Bartholomew cautioned to keep the policy simple. It was decided that rather than trespassing being included in the Patron Conduct Policy that it would be better addressed within the staff procedures.

### **Marketable Skills Meaningful Credentials Project with D9**

Eric Molinsky, Information Technology Coordinator, briefed the Board on the iPads that were delivered to White City, Eagle Point and Shady Cove around the end of June 2016 and were picked up on August 10, 2016. From what is understood it was a fairly low usage but there was minimal announcement as the program just started as school was ending. There were some connectivity issues as well; however, both the communication about the program and connectivity will be solved by next summer. A report from White City was that a member of the staff created a cadre of about 10 students who regularly used the iPads throughout the summer.

### **Library Services Quality Assessment Request for Proposals (RFP)**

Weyhe reported to the Board that the overwhelming opinion throughout the search by those contacted was that Ruth Metz was the expert in the area. As it turned out, Marston added, the only proposal received in response to the RFP was from Ruth Metz. Other consultants were contacted, but at least two had prior commitments. Fortunately, Metz's proposal was both excellent and responsive. Weyhe and Kiefer concurred, after which Weyhe requested that a vote be called for authorizing the District to enter into contract negotiations with Ms. Metz for an amount not to exceed \$36,000.00.

Turner so moved; Doty seconded. The motion carried unanimously.

Marston said she would contact Ms. Metz to inform her of the Board's decision. Doty suggested that a public notice regarding the assessment be released. After some discussion it was decided that such an announcement should coincide with the contract being awarded officially at the next Board meeting. There was also quite a bit of discussion

amongst all present about how long it had been since there had actually been an assessment of the library done. Not having that information immediately available it was speculated that it might not have been done in a very long time. Weyhe stated, however, that it is actually very unusual for a library to be assessed routinely so it should not be portrayed as a negative, which also highlights why a public notice should be sent out.

### **Amendment to IGA with RVCOG for Administrative Services**

Swift briefed the Board that per a meeting between herself and Michael Cavallaro, Executive Director of RVCOG, it was agreed to allow the executive administrator to start working for the District three-quarters-time, effective Monday, August 15<sup>th</sup>, 2016, transitioning to full time in January 2017. In addition, a provision has been placed within the agreement so that Marston's services could be requested and paid for by RVCOG and reasonably be allowed by JCLD. Swift also explained that the only additional item that will be on the final draft of the IGA would be the signature place for Bartholomew.

Weyhe moved to approve the amended IGA with RVCOG for Administrative Services to include Bartholomew's signature. Kiefer seconded the motion. The motion carried unanimously.

### **Additional Organizational Items for 2016-2017**

Marston presented some additional District Organizational Items for 2016-2017, as a carryover from the July meeting.

Doty moved to approve the additional District Organizational Items for 2016-2017. Turner seconded the motion. The motion carried unanimously.

### **Shady Cove Friends' Request for Landscaping/Irrigation**

Kiefer stated that she had swapped emails with a representative of the Shady Cove Friends and while a meeting had not been set she promised that it soon would be. Kiefer wanted to assure the Board that the Shady Cove Friends was aware that their request had been heard and a response is being considered.

### **Library Signage**

Marston briefed the Board that Amy Blossom and herself would meet with Wisdom Signs and County Facility Maintenance including Rick Isner (who is retiring) on August 30<sup>th</sup>, 2016. Blossom received feedback from staff on the interior signs as well. Blossom did report that there isn't uniform consistency in how the signs are displayed on the exterior of the libraries. Marston pointed out that whatever was chosen as far as exterior signage was concerned it will reflect the local community and include the District's logo. Both Doty and Weyhe said that the JCLD brand should be on the signage as well.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **Correspondence Committee**

Marston reported that a letter had been received from an inmate who had requested assistance from the Law Library. This sparked some discussion about services to the jails. Ashland and Medford Friends of the Library do have programs to serve people in jail. Swift briefed that there is a jail employee who comes to the Medford clearance events at the end of the sale and purchases all remaining paperback books and takes them to the jail(s) for the inmates.

### **LS&S Committee**

Swift stated that Braccia would have some material to present at the Study Session following the Regular Board meeting.

### **Policy Committee**

Following the approval of the Patron Conduct Policy they will immediately begin work on other policies.

## **Technology Committee**

Turner announced that they had met on August 10<sup>th</sup>, 2016. Swift and Turner had also met with Senator Merkely's staff. With regard to the delay in getting Hunter fiber to the Prospect branch, Merkely's staff said they would be willing to assist JCLD in resolving the matter once they were provided with the information. Turner also reported on routers being replaced along with updating the public scanners utilizing Envisionware and patron computers.

## **Individual Board Member Reports**

Weyhe reported that the Applegate donor was aware that the Strategic Plan was complete but also agreed to hold the donation a few more months to allow JCLD to prepare to accept the donation and immediately put it to use.

Doty stated that she would like to present a matrix created by the Governmental Affairs Committee on the buildings and properties each library sits on.

Swift reported that Marston and herself had gone to the SDAO meeting last month as a refresher session. New services available include a Board Practices Assessment which earns insurance discounts and assistance on Bond Issuance. Records storage is something that JCLD needs to look into, as well. Currently RVCOG is storing the records. JCLD will need to keep in mind not only how to store the information but how it can be accessed once it has become obsolete technology.

## **ADJOURN**

Swift adjourned the JCLD Regular Board Meeting at 12:00 p.m.

/s/ Donovan Edwards

Recorder

*Approved – September 8, 2016*