**MINUTES**

## ATTENDEES

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

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services), Ryan Bradley (Marketing Coordinator), Eric Molinsky (Digital Services Supervisor), Ashley Johnson (Technical Services Supervisor), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Carrie Turney Ross (Adult Services Coordinator), Jacquelyn Bunick (Legal Counsel), Kira Lesley (SOHS Archivist), Laurin Arnold (Central Area Manager, Medford & Central Point Branch Manager), and Daisy Fields (Executive Assistant).

## CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:00 p.m. Mrs. Fields took the roll call.

## CONSENT AGENDA

**MOTION:** Vice President Dziura moved to approve the items on the consent agenda, including the March 11, 2021 Regular Board Meeting Minutes, and the RVCOG Amendment #2. Director Kiefer seconded the motion. After noting two corrections, the motion was approved unanimously.

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

None

## REPORTS

**Library Director’s Report**

Library Director May introduced Laurin Arnold, the new Central Area Manager. Arnold came to JCLS from Garfield County Libraries in Colorado and will oversee the Medford and Central Point branches.

Ryan Bradley, JCLS Marketing Manager, presented an overview of the new JCLS website and its functionality, giving highlights, explaining the changes, and answering questions. The website is scheduled to launch April 19, 2021.

Christopher Davis, Assistant Director of Support Services, provided a working presentation of Koha, the new Integrated Library System (ILS) and the Aspen Discovery layer that will be launched along with the new website on April 19. Davis demonstrated how searches will be easier and more intuitive than the current ILS. Staff are being trained and will offer training to patrons to help smooth the transition to using the new system.

Ms. May announced that Ginny Auer, the new Director of the Jackson County Library Foundation, will begin work on Monday, April 12, 2021.

The much-anticipated second chapter of Lost in a Book video short has been released on Youtube, to great success.

JCLS celebrated National Library Week by hosting a virtual party for staff; the theme was “Libraries Work Because You Do”. This was an opportunity to celebrate and share their pets and participate in some pet trivia and fun facts.

Ms. May reported that JCLS is currently recruiting for three Finance positions (Finance Manager, Accountant, and Accounting & Payroll Specialist) to meet the workload and responsibilities of the Library as it transitions to the new financial system.

The Medford branch is completing the renovation of the second level space; furniture has been ordered and the plan for carpet replacement has been moved to be completed by the end of the current fiscal year.

## UNFINISHED BUSINESS

**Library Service Levels**

In response to decreasing COVID levels and increased vaccine levels, Library branches will be moving to Stage 5 and offering full, regular open hours, limited in-person services (browsing will be allowed, limited by occupancy/space availability) and computer sessions will again be available to walk-ins. Each branch will have one computer station dedicated for patrons to use for vaccination sign up.

**Review Process for Library Director**

Vice President Dziura brought for discussion the review process and evaluation form for the Library Director. Employee 360-degree evaluations have been sent out and will be collected and collated by HR Manager Brynn Fogerty for Board member evaluation at the May Board meeting. It was suggested that the Library Director’s job description be used as part of the evaluation process to give the Board more objective goals/data/criteria to use for a less subjective evaluation this year. Moving forward, the Board agreed to research and design a more meaningful evaluation process for future evaluations.

## NEW BUSINESS

**Resolution 2021-06 – Increase Credit Limit at Banner Bank**

**MOTION:** Vice President Dziura moved to approve to increase the Library credit limit at Banner Bank. Director Turner seconded the motion. The motion was approved unanimously.

**Library District Policy Update**

**MOTION:** Director Turner moved to approve Library District Policies 1-1 and 1-2 as presented. Director Kiefer seconded the motion. The motion was approved unanimously.

In discussion, it was agreed that the remainder of the District policies would be updated to remove all references to District Administrator and LS&S. A list of all changed policies would then be brought to the Board for approval. The goal of submitting two policies per meeting for Board review and approval will remain in place.

## FUTURE MEETINGS/EVENTS/OBSERVANCES

The JCLD Budget Hearing will be held on Zoom, Monday, May 10, 2021, at 4:00 p.m.

If a second Budget Hearing is deemed necessary, it will be held on Monday, May 17, 2021, at 4:00 p.m.

The next regular Board meeting will be held on Zoom, Thursday, June 10, 2021, at 4:00 p.m.

### ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:43 p.m.

/s/ Daisy A. Fields

Recording Secretary