**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), Crystal Zastera (Operations Coordinator), Carrie Turney Ross (Adult Services Coordinator), Jacquelyn Bunick (Legal Counsel), Kira Lesley (SOHS Archivist), Doug McGeary (SOHS Board President) Ginny Auer (Foundation Director), and Daisy Fields (Executive Assistant).

## CALL TO ORDER/ROLL CALL

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

## CONSENT AGENDA

**MOTION:** Director Turner moved to remove 2-1 Financial Management Policy from the consent agenda for further review and revision. Vice President Dziura moved to approve the remaining items on the consent agenda, including the April 8, 2021 Regular Board Meeting Minutes, and District Policies 1-5 Board Member Orientation, 1-8 Public Meetings, 2-4 Fund Balance, 3-1 Vehicle Fleet, and 4-1 Security Cameras. President Shaw seconded the motion. The motion was approved unanimously.

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

None

## REPORTS

**Library Director’s Report**

Kari May introduced Michael Grutchfield, Lower Rogue Area Manager and Rogue River Branch Manager. Grutchfield reported that patrons were very excited to see the library finally opened up for browsing. He noted that Front Door Service had also proved to be beneficial to other patrons who learned, among other things, to use the available resources and to take advantage of streaming and e-book services when libraries were closed and they were unable to choose books in person.

May reported that catalog migration process is ongoing and staff are still working out the final kinks in the notification process but it is beginning to run more smoothly. Staff have heard differing reviews of the new catalog, but most people are optimistically learning to navigate and learn the new system.

**Foundation Report**

Foundation Director Ginny Auer shared that she, Kari May, and Foundation Board members Michal Slate (Board President) and Gerrie Leinfelder had participated in the Oregon Nonprofit Leaders virtual conference on April 12. Auer shared that she and the other participants felt that the sessions, information, and contacts made were very beneficial and helpful in moving forward with the Foundation’s mission and growth. The JCLS/JCLD Relationship committee had met and provided three goal areas for Auer to work toward: communication with the Foundation Board, library staff, and the community at large; donor maintenance and cultivation; and integrating the Library and Foundation Strategic Plans together. Auer is looking at applying for a Ford Family grant, which would potentially help with funding to support Strategic Planning and Board Development for the Foundation.

**Financial Report**

Finance Manager Rick Leibowitz gave the 3rd quarter financial report, explaining the numbers and the Library’s current financial position. Director Turner suggested that a budget appropriation transfer be discussed at the next meeting.

**Quarterly Statistical Report**

Christopher Davis presented the 3rd quarter statistical report, which has been created using format and data suggestions from the Board’s Data & Metrics Committee in an effort to present a more clear and comprehensive data set as well as to support Library goals and objectives met. Library visits have been negatively impacted by the pandemic due to reduced library hours and the return to front-door services; library visits per hour are at approximately half the level that they were the previous year.

**SOHS Report**

Kira Lesley presented the SOHS quarterly report and statistics as well as sharing some of their upcoming projects.

## UNFINISHED BUSINESS

**Library Service Levels**

In response to the Oregon Governor’s guidelines, decreasing Covid levels and increased vaccine numbers, 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.

Even with new CDC rulings on Covid vaccinated individuals no longer being required to wear a mask under most circumstances, the Library will maintain masking requirements for all staff and library patrons until further notice.

Claudine Taillac reported that the branches were open and feedback had been primarily positive. Library staff has devised solutions to patron requests for materials from closed sections of the library, with a staff runner personally pulling those items and delivering them to the counter. There have been few, if any, issues with building capacities being at or over limit or with the monitoring of those limits.

**Library Director Evaluation Form & Process**

Vice President Dziura worked with HR Manager Brynn Fogerty to design a more meaningful form and evaluation process for Board members to evaluate the Library Director. The new process has been established and emailed to the Board and they will receive a link to the evaluation form itself. The results will be compiled by HR; an Executive Session will be scheduled on May 24 at 4:00 p.m.

## NEW BUSINESS

**White City Branch Facility – Quit Claim Deed**

**MOTION:** Director Turner moved to approve to the execution of the Quit Claim Deed proposed by Jackson County Counsel. Vice President Dziura seconded the motion. The motion was approved unanimously.

## FUTURE MEETINGS/EVENTS/OBSERVANCES

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 4:52 p.m.

/s/ Daisy A. Fields

Recording Secretary