**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), Viki Brown (Board-Elect), Kim Young (Board-Elect) Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Ginny Auer (Foundation Director), Charlene Prinsen (Eagle Point Branch Manager), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Carrie Turner Ross (Adult Services Coordinator), Kira Lesley (SOHS Archivist), Kevin Keating (SOHS Board Member), Doug McGeary (SOHS Board President), and Daisy Fields (Executive Assistant)

## CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:02 p.m. Roll call was taken.

**INTRODUCTIONS / PROCLAMATIONS**

## CONSENT AGENDA

**MOTION:** President Shaw moved to pull the SOHS Contract Extension and move it to Unfinished Business. Director Dziura moved to approve the remaining items on the consent agenda, including the May 13, 2021 Regular Board Meeting Minutes, the May 10, 2021 Budget Committee Meeting Minutes (as corrected), the Pathway Contract Extension, Legal Services Contract Extension, City of Central Point MOU, and the Max’s Mission MOU. Director Kiefer seconded the motion. The motion was approved unanimously.

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

None.

## PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2021-2022 BUDGET

## Finance Manager Rick Leibowitz pointed out a printing error on the Miscellaneous Grants Fund page (page 51 of the packet) of the original budget document that has now been fixed to show all line items, explaining that the error did not change any budgeted amounts. There were no changes to the budget, so the amounts in the Approved by Budget Committee column should read exactly as the Proposed by Budget Officer column. The document has been corrected. There were no questions or comments; President Shaw closed the public hearing.

## MOTION: Director Turner moved to adopt Resolution 2021-07: Adopting Fiscal Year 2021-2022 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Prokop seconded the motion. Vice President Dziura pointed out the need to add a comma to the total amount approved to read $27,973,499. With corrections noted, the motion was approved unanimously.

## REPORTS

## Library Director’s Report

Charlene Prinsen (Upper Rogue Area Manager) shared some of the improvements to the Children’s and Teen departments of the libraries at Prospect, Butte Falls, Eagle Point, and Shady Cove. Patrons in the Upper Rogue area have been happy with the enhanced open hours and classes offered such as Kundalini Yoga outdoors at Shady Cove, and a Ready to Roll bicycle repair workshop held at Eagle Point.

Library Director Kari May shared that she would be sitting on a panel presentation for the Oregon Library Association Public Library Division on Friday, June 18. The topic is Board Relationships and Development. The Concierge security services contract was not renewed; the positions will be brought in-house and recruitment is underway. Isler Medford has notified us that they will not renew their audit contract due to staffing changes. An RFP is being prepared and will be issued soon. The Summer Reading program has successfully kicked off. Renovations are continuing with the carpet installation upstairs at the Medford branch. Director Dziura noted that he had received the Summer Event Guide and commented on the variety and breadth of the programs and events the library is offering.

## Jackson County Library Foundation Report

Foundation Director Ginny Auer shared the highlights of her written report and thanked President Shaw and Director Prokop for their support and dedication to the Library Board and wished them well on their endeavors as they move on, hoping to continue to work with both of them in other capacities in the future

## Financial Report through May 31, 2021

Leibowitz shared that everything is going as projected at the last meeting; the District has already received June’s tax payment from the county with tax revenues exceeding what was budgeted.

## NEW BUSINESS

## Transfer of Appropriations

Leibowitz explained that these will be simple transfers of appropriations to ensure that all expenditures for fiscal year 2021 will be covered without affecting the total amount of the adopted budget. Director Turner noted that this a common practice but this is the first time the District has found the need to do so, and said that this is an appropriate measure. A resolution be brought back to the Board for adoption.

## Library District Policy Update

May brought Policy 1-5 Board Member Orientation before the Board, sharing what has been updated to ensure the policy documentation and orientation process the library is providing is still appropriate. May also noted that a Board SharePoint site is being developed, giving board members access to current contact information, district and library policies, committee information, board packets and minutes, and a calendar of meetings and events.

**MOTION:** Vice President Dziura moved to approve the Board Member Orientation policy as revised. Director Kiefer seconded the motion. The motion was approved unanimously.

## UNFINISHED BUSINESS

## Library Director Salary & Evaluation

The Board met in Executive Session on Monday, May 24, 2021, and successfully conducted the annual performance review of Library Director Kari May.

**MOTION:** Vice President Dziura moved that the Board will increase May’s base pay by 5% in addition to the cost of living increase of 2% all staff are eligible for. President Shaw seconded the motion. The motion was approved unanimously.

## SOHS Contract Extension

President Shaw stated that the original contract with SOHS was a temporary measure intended to help them get up and running, expressing concern that an extension to extend the contract would be outside of the purview of what the voters of Jackson County intended when establishing the library as a Special District in Oregon.

**MOTION:** Director Kiefer moved to approve the SOHS contract extension as presented. Vice President Dziura seconded the motion.

Discussion: While board members agreed that SOHS offers much to the community, it was suggested to extend the contract for six months and in the meanwhile look closely at the original contract and determine if the library can continue to support SOHS in this manner.

The motion was amended to approve the contract for six months and revisit the question after careful review and consideration to renegotiate or cancel the contract. The amended motion was approved unanimously.

## FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held in the Medford Board conference room at 10:00 a.m. on Tuesday, July 6, with the annual retreat to take place July 6 and 7.

### ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:09 p.m.

/s/ Daisy A. Fields

Recording Secretary