



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Conference Room
205 S. Central Ave., Medford
July 6, 2021, at 10:00 a.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown, and Kim Young.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Rick Leibowitz (Finance Manager), Elanna Erhardt (Business Librarian), Jacquelyn Bunick (Legal Counsel), Ron Sharp (Senior IT Administrator), and Daisy Fields (Executive Assistant).

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 10:03 a.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

Vice Present Dziura introduced Viki Brown and Kim Young as the newest members of the Jackson County Library Board of Directors.

OATH OF OFFICE

Elanna Erhardt, Oregon Notary Public, administered the Oath of Office to Viki Brown and Kim Young.

ELECTION OF OFFICERS

MOTION: Director Kiefer nominated Vice President Dziura as JCLD Board President. Director Turner seconded the motion. The motion was approved unanimously by roll call vote.

MOTION: Director Kiefer nominated Director Turner as JCLD Board Vice President. Director Young seconded the motion. The motion was approved unanimously by roll call vote.

CONSENT AGENDA

MOTION: Director Turner moved to pull the Monthly Financial Report from the consent agenda, adding it to the Reports section. Director Kiefer moved to approve the June 10, 2021 minutes. Director Brown seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director Kari May announced that she would provide a brief walking tour of the library after the meeting to those interested in seeing the construction and remodel progress.

May noted that the DART van has been featured at recent community events, and that staff has issued 40 new library cards within the first ten days during these events. The van is providing mobile access to patrons who otherwise would not normally be visiting the library.

All of the library branches are open, back to their pre-pandemic schedules except for Medford and Ashland, which have modified schedules. Storytimes and in-person programs will be offered in the near future, and soft furniture will be returned to the branches, with Medford and Ashland receiving most of theirs after construction and remodeling is complete.

Jackson County Library Foundation Report

Executive Director Ginny Auer shared some of the goals that she has been able to achieve, meeting with staff, board and community members as well as participating in the President's Forum and Friends of the Library meetings. The Foundation and Library Boards are planning a joint retreat in October, working to create a strong Strategic Plan that aligns with the Library District.

Monthly Financial Report (Ending June 30, 2021)

Finance Manager Rick Leibowitz presented the revised finance report, which included updated payroll for the month ending June 30. Leibowitz reported that an estimated 99% of payables had been received and the Library looked to be on track to close out the year within the budget.

MOTION: Director Young moved to approve the revised financial report. President Dziura seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

Resolution 2021-08: To Authorize Transfer of Budget Appropriations

During discussion, it was recapped that it was the intent of the finance manager and the board that this resolution had been brought up and approved at the June 10, 2021 meeting but needed the proper format. Jackie Bunick, Legal Counsel, said that the resolution wording would need to be amended to properly reflect the Board's intent to approve the transfer of budget appropriations within the 2020-2021 fiscal year.

MOTION: Director Kiefer moved that the resolution be amended as advised. Vice President Turner seconded the motion. The amended resolution was approved unanimously by roll call vote.

Southern Oregon Historical Society Contract Renewal

At the June 10, 2021 Board Meeting, the JCLD Board had voted to amend the SOHS annual contract and offer funding for six months. Director Kari May was approached by the SOHS Board Executive Director and was asked about forming a study session/ad hoc committee to review the terms of the contract and whether it will be continued. The Board decided to appoint an ad hoc committee during the Board Committee appointments under New Business.

NEW BUSINESS

District Organizational Items for Fiscal Year 2022 – Library Director Kari May noted that the federal mileage reimbursement rate has decreased from \$0.575 to \$0.56 per mile. May proposed that moving the Board meetings to the third Thursday of the month would allow staff more time to complete monthly reports, analyze the data, and be able to include accurate information to the Board. After member discussion, it was decided that the third Wednesday at 4:00 p.m. would work for all of the members while allowing for the public to attend the meetings when the Medford branch is open.

MOTION: Director Kiefer moved to approve the organizational items for Fiscal Year 2022 with the change noted to the date and time of the regular Board Meeting. Vice President Turner seconded the motion. The motion was approved unanimously by roll call vote.

Resolution 2022-01: To Authorize Checking Account, Designated Personnel and Signers.

May explained that these resolutions remove former employees and Board members no longer serving and give authorization to the incoming President, Vice President, and key current employees to sign Banner Bank and LGIP documents as needed.

MOTION: Vice President Turner moved to approve Resolution 2022-01, with the understanding that the name of the Finance Liaison position will be filled in during committee assignments. Director Young seconded the motion. The motion was approved unanimously by roll call vote.

Resolution 2022-02: To Authorize LGIP Account, Designated Personnel and Signers.

May explained that the best practices recommendation is that the Library Board President and Vice President as well as the Library Director and Finance Manager be authorized to access the LGIP account.

MOTION: Director Kiefer moved to approve Resolution 2022-02. Vice President Turner seconded the motion. The motion was approved unanimously by roll call vote.

Board Committee Appointments; Board Liaisons to Outside Entities

The following committee appointments were made:

President Dziura: Facilities, Policy, Technology, and Budget Committees; RVCOG Liaison; JCLD Media Contact; and Strategic Planning Ad Hoc Committee

Vice President Turner: Finance/Statistics and Budget Committees; RVCOG Liaison alternate; SOHS ad hoc Committee

Director Brown: Policy, JCLF/JCLD Relationship, and Budget Committees; and Strategic Planning Ad Hoc Committee

Director Kiefer: Facilities, JCLF/JCLD Relationship, and Budget Committees; Strategic Planning Ad Hoc Committee

Director Young: Advocacy, Finance/Statistics, Technology, and Budget Committees; SOHS Ad Hoc Committee; and JCLD Finance Liaison

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

President Dziura reported that the Medford branch remodel is moving along nicely and will be part of the tour with Library Director May following the meeting. The HVAC system at the Ashland branch is

scheduled to be replaced next spring. The Community Room remodel is moving forward but will need to be re-bid; bids are due at the end of July.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Wednesday, August 18, 2021 from 4-6pm.

ADJOURN

President Dziura closed the meeting with a quote from Ray Bradbury “Without libraries, what have we? We have no past and no future.” President Dziura adjourned the Regular Board Meeting at 11:42 a.m.

/s/ Daisy A. Fields
Recording Secretary