



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD SPECIAL MEETING AGENDA**

Dial 1-669-900-6833 to attend by phone. Enter Meeting ID (access code): 857 4994 0399, click the link below to attend using Zoom:

<https://bit.ly/3zscFRR>

September 1, 2021, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment.)

NEW BUSINESS (Inform/Discuss/Action)

1. Resolution 2022-03: To Designate Personnel and Signers for Banner Bank – Kari May
2. Resolution 2022-04: To Designate Personnel and Signers for the LGIP Account – Kari May
3. Resolution 2022-05: To Approve Library Pandemic Response Plan – Kari May

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Wednesday, September 7, 2021 – Strategic Planning Steering Committee Meeting
Wednesday, September 15, 2021 – JCLD Board Regular Meeting
Saturday, October 2, 2021 – JCLD/JCLF Joint Work Session

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Executive Assistant, Daisy Fields, at 541-774-6406 or dfields@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Daisy Fields at 541-774-6406. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



September 1, 2021

Title: Update Signers for Banner Bank & LGIP Accounts

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board approve Resolutions 2022-03 and 2022-04 as presented.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

Approving the authorization of access to District bank accounts after key staffing changes supports the governance policies to ensure the Board's oversight of the Library District.

Background and Additional Information:

The resolutions designate the responsible personnel are brought to the Board at the start of every new fiscal year, as well as any time a key staffing change is made. Finance Manager Rick Leibowitz has resigned, and Brittany Brite has been hired for the position.

Attachments:

- Resolution 2022-03: To Designate Personnel and Signers for Banner Bank
- Resolution 2022-04: To Designate Personnel and Signers for the LGIP Account

RESOLUTION: 2022-03

A RESOLUTION FOR THE JACKSON COUNTY LIBRARY DISTRICT TO UPDATE DESIGNATED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers upon staffing changes.
- C. It is recommended that three Library District Directors and three District employees are designated as authorized personnel and signers on the Banner Bank checking account.
- D. It is the District's practice to designate its Board President, Board Vice President, Board Finance Liaison, and Library Director as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That former JCLD Finance Manager Rick Leibowitz is hereby removed as authorized user on the District's Banner Bank Account.
- 2. That JCLD Finance Manager Brittany Brite, Library Director Kari May, and Assistant Director of Public Services Claudine Taillac are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 3. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President Eric Dziura, Vice President Jill Turner, and Finance Liaison Kim Young, Directors of the Jackson County Library District; Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 1st day of September 2021.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner _____
Kim Young _____

RESOLUTION: 2022-04

A RESOLUTION UPDATING THE DESIGNATED PERSONNEL AND SIGNERS FOR THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) FOR THE JACKSON COUNTY LIBRARY DISTRICT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers upon staffing changes.
- C. It is recommended that two Library District directors, the Finance Manager, and Library Director are designated as authorized signers on the LGIP account.
- D. It is the District's practice to designate its Board President and Board Vice President as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That former JCLD Finance Manager Rick Leibowitz is hereby removed as authorized user on the District's LGIP Account.
- 2. That JCLD Finance Manager Brittany Brite and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 3. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President Eric Dziura and Vice President Jill Turner, Directors of the Jackson County Library District; and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 1st day of September 2021.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner _____
Kim Young _____

RESOLUTION: 2022-05

A RESOLUTION ADOPTING THE REQUIREMENT OF COVID-19 VACCINATION OR WEEKLY TESTING OF JACKSON COUNTY LIBRARY DISTRICT STAFF

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. That, as of August 18, 2021, the number of Jackson County cases of COVID-19 are increasing; and
2. That Jackson County is among the hardest-hit counties in the State of Oregon by population; and
3. The Governing Board (Board) of the Jackson County Library District has a responsibility to provide for the health and safety of its staff and patrons; and
4. The vast majority of serious COVID-19 infections leading to hospitalization and death are currently occurring in individuals who have not been vaccinated against COVID-19; and
5. The overwhelming scientific evidence has established that the now Emergency Use Authorization (EUA) approved COVID-19 vaccines are safe and effective, and have been authorized for use by the FDA and recommended by the Centers for Disease Control and Prevention (CDC) for all, except in the case of children under 12 years old and certain others; and
6. Full authorization from the FDA for the use of the Pfizer vaccine occurred August 23, 2021; and
7. The Board has a responsibility to minimize the outbreak and spread of COVID-19 infections at all Jackson County Library branches and events; and

BE IT RESOLVED that the Board of Directors of the Jackson County Library District finds and orders that:

1. There exists a health emergency that requires action to safeguard employees against risks of infection, illness, hospitalization, and death from COVID-19.
2. All employees will be required to be vaccinated against COVID-19 on or before October 18, 2021, or to provide JCLD with negative test results each week for COVID-19, or have an approved exemption.
3. JCLD administration will develop written procedures and a policy for the implementation of this Resolution, including implementation measures required between the date of this Resolution and on or after October 18, 2021, and take all actions necessary to implement and enforce these requirements and to make provision for medical and religious exemptions or deferrals.
4. The Board hereby delegates to the Library Director and successors the authority to implement, enforce, and modify these requirements in accordance with their purpose and changing conditions, and to maintain, at a minimum, conformance with the requirements of the Oregon Health Authority Centers for Disease Control and other applicable authorities.

The foregoing RESOLUTION was approved by the Board of the Jackson County Library District and declared adopted this 1st day of September 2021.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown ___

Eric Dziura ___

Susan Kiefer ___

Jill Turner ___

Kim Young ___