



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS ANNUAL PLANNING RETREAT

Medford Branch Library
Board Conference Room
205 S. Central Ave., Medford
July 7, 2021, at 9:00 a.m.

MINUTES

Attendees

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

Meeting Agreements

The JCLD Board of Directors reviewed and updated their meeting agreements – see attached document for the updated agreements. These agreements set the expectations for how board members will conduct themselves during regular meetings to ensure productive meetings where all members feel engaged, respected, and heard.

Library Director's Evaluation

The Board reviewed the Library Director's evaluation form and agreed that the Director's evaluation should contain three components:

1. Core competencies – based on the Knowledge, Skills, and Abilities as outlined in the job description
2. Outcomes – measure success of mutually-agreed upon goals
3. Library culture – based on staff feedback from a 360-review process

The Board discussed Director May's goals, and proposed the following, which need to be reviewed and finalized at a future Board meeting:

1. Lead the Strategic Planning process
2. Execute the 2021-2022 Strategic Roadmap
3. Propose new service hours and/or enhanced library service delivery model
4. Return library services to pre-pandemic levels, as appropriate
5. Present an annual report about JCLD to local municipalities and the Jackson County Board of County Commissioners

SDAO Board Member Training

Consultant Mark Knudson from the Special District Association of Oregon presented information about the roles of Board members for Special Districts, including conflicts of interest, the role of Board members versus the Director, Board/Staff relationships, and public meetings.

Board Self-Evaluation

Ms. May shared three sample templates for a board self-evaluation, including the one that JCLD used most recently, in 2018. The Board agreed to have the Executive Committee finalize the template to be used for a self-evaluation, with input sought from all Board members by October 2021. The evaluation survey will be distributed by early January 2022, and the Board will meet in a special work session in early February to discuss the results.

Strategic Planning Process

Administrative and senior management staff joined the work session for this portion.

Present: Daisy Fields, Executive Assistant; Ryan Bradley, Marketing Coordinator; Eric Molinsky, Digital Services Supervisor; Kristin Anderson, Bear Creek Area and Ashland Branch Manager; Ginny Auer, Executive Director Jackson County Library Foundation; Michael Grutchfield, Lower Rogue Area and Rogue River Branch Manager; Claudine Taillac, Assistant Director of Public Services; Ron Sharp, Senior IT Administrator; Ashley Johnson, Technical Services Supervisor and ILS System Administrator; Brynn Fogerty, Human Resources Manager; and Laurin Arnold, Central Area and Medford Branch Manager

Ms. May led a presentation and discussion about the strategic planning process, highlighting the District's first Strategic Plan, covering the years 2016-2021; the 2021-2022 18-Month Strategic Roadmap; and setting the stage for the next strategic planning process. An RFP for a consultant to lead the Strategic Planning process will be issued by mid-July. Ms. May led a discussion with Board and staff members to gather input about desired outcomes of the strategic planning process, key stakeholders in the community whose input should be included in the process, and general expectations for the process and the next strategic plan.

/s/ Kari May

Recording Secretary

Original Agreements

- ~ We let the Board Chair call on people to speak and track who is in the queue.
- ~ We let people finish.
- ~ We encourage the expression of multiple viewpoints, including disagreements.
- ~ We speak to the issue succinctly with context.
- ~ We take time to understand each other's perspectives.
- ~ We check assumptions.
- ~ We summarize as we move through the agenda to assist in knowing where we are.
- ~ We stay on track and know what has been discussed.
- ~ We disagree respectfully.
- ~ We speak with one voice following votes.
- ~ We surface any issues directly and promptly with others.
- ~ We recognize that members have differing styles of communication.

Proposed new agreements

- We are prepared for each meeting
- We respect each other's time by starting meetings on time and following the agenda
- The Board Chair will call on people to speak and ensure that all members have the opportunity to be heard
- We encourage the expression of multiple viewpoints; respectful discussion is encouraged
- We speak to the issue succinctly with context.
- We listen to each other and take time to understand each other's perspectives
- We speak with one voice following votes and represent Board positions and Board actions.
- We recognize that members have differing styles of communication
- We represent the interests of the public