



MINUTES

ATTENDEES

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

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), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Business Librarian), Jacquelyn Bunick (Legal Counsel), Parvaneh Scoggin (Technology & Innovation Manager), Kristin Anderson (Bear Creek Area and Ashland Branch Manager) Crystal Zastera (Facilities & Operations Manager), Marlana Fajardo (HR Specialist), Becca Phoenix (HR Specialist), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Doug McGeary (SOHS), Kevin Keating (SOHS) and Daisy Fields (Executive Assistant).

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:07 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

Library Director Kari May introduced and welcomed new employees: Parvaneh Scoggin, Technology & Innovation Manager; Marlana Fajardo and Becca Phoenix, HR Specialists.

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 July 6, 2021 minutes. Director Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May introduced Laurin Arnold, Central Area and Medford Branch Manager. Arnold reported that the Central Point branch had their new furniture moved in, more patrons have been using their laptops in the library, Summer Reads program has gone well, Take & Makes are very popular, and programs have been well attended. Library branch capacities have been reached several times a week, and several outdoor programs have been canceled due to smoke.

Director Turner pointed out that the first page of the Library's Organizational Chart needs to be reworked but overall the chart was very helpful.

May reported that the new Finance Manager, Brittany Brite, is scheduled to begin working August 30, and that a brief Board meeting will be called the first week of September to approve the resolutions needed to give Brite authorization and access to the Library's bank accounts.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported that their Board is preparing to update the Foundation's written processes as well as participate in the Library's strategic planning process. There is a joint Board retreat (JCLS & JCLF) planned for October 2, 2021.

Quarterly Statistical Report

May reported that the Finance and Data & Statistics Committees have been combined to become the Finance & Statistics Committee. The group has met and are working to determine what will be reported in the future. The Annual statistical report will be reworked to include more trend history, Library cardholder data, and circulation numbers for State reporting. Director Turner noted that the circulation number charts on the current report look worrisome since they haven't recovered to pre-pandemic levels; Taillac reported that this is situational and that the Library is working hard to provide Take & Makes and online programs to engage patrons within their comfort zones. Turner asked if staffing is being adjusted based on the circulation statistics; Taillac answered that front door service and Take & Makes are labor intensive and that staff are repurposed to fill these and other needs as they arise within their branches.

SOHS Quarterly Report

Doug McGeary, SOHS President, reported that, like the Library, pandemic guidelines are being followed very carefully. Volunteers are helping out in the absence of the Archivist, who departed in July. The SOHS Museum is the second largest in Oregon, and their archives are also among the largest. The Library's funding helps SOHS provides Jackson County Library patrons with open doors five days a week, free access to the archives, limited research, programs that provides photos and research for Windows in Time, as well as providing quarterly reporting. Director Turner requested that SOHS provide circulation per-month data over a three-year period in a graphic form, since the beginning of the JCLS/SOHS contract, to compare with the Library's graphs for the same time period; McGeary agreed. May noted that the Library's ad hoc SOHS Contract committee has met to review the JCLS/SOHS contract, and Claudine Taillac has met with SOHS Executive Director Ron Kramer to discuss next steps. A revised contract will be presented in the near future to both Boards.

Monthly Financial Report (FY2020-2021 YTD)

Director Turner pointed out a couple reporting errors and advised that grant money should be spent in a timely manner. Finance Manager Rick Leibowitz explained some of the errors. President Dziura advised Leibowitz to work with the Finance Committee to review processes and expectations of the reporting so that they can come to an understanding for future reports.

NEW BUSINESS

Annual Planning Meeting Summary – May noted that the updated Board Agreements did not get attached to the minutes but were sent to the Board before the meeting. Library Director Goals for the current fiscal year (as discussed at the meeting) also need to be better defined and agreed upon at a future Board meeting. President Dziura noted that Goal #4: Return library service to pre-pandemic levels is not reasonable as the pandemic is not yet over, and suggested that the Executive Committee meet to

determine a more reasonable and measurable goal. The remaining goals are acceptable as written. Director Kiefer expressed concern about the level of employee turnover and what best practices are being utilized to reduce the turnover rate.

Pandemic Response – May asked that the Board discuss the topics of again offering paid administrative leave for COVID-related time off and the possible requirement of COVID vaccines for employees. May noted that the Library had previously offered this paid administrative leave and that it had also been used for employees to get their vaccines. The consensus from the Board was to require vaccines or weekly testing. Incentives for staff vaccination was discussed but could become an issue with the use of public funds and pay equity. May and Fogerty are seeking legal advice and will work toward a feasible plan. About 80% of staff have received their vaccinations, and the Board discussed requiring vaccinations for staff or proof of weekly testing; medical exemptions will be taken into consideration.

All branches are currently open at Stage 5.2 (limited in-person services); building capacities and hours are being monitored and will be adjusted as needed, social distancing and masks are required, and meeting rooms are not currently available to patrons. The Library will continue to follow State and Federal guidelines surrounding the COVID pandemic and will respond accordingly.

MOTION: Vice President Turner moved that a resolution be written to put COVID vaccine or weekly testing requirements in place for JCLD employees in an effort to protect the health of employees, patrons, and the citizens of Jackson County. Director Kiefer seconded the motion. The motion passed unanimously.

Auditor RFP

Leibowitz reported that there has not been much of a response to the original RFP for an auditor, only one company has indicated that they might submit a proposal but could not begin until winter. He suggested that the Finance Department continue to send out direct requests to accounting firms to find one that could perform the audit.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee

The Finance Committee has met and is working on defining the data and statistics needed to present clear and complete reports at future meetings.

FUTURE MEETINGS/EVENTS/OBSERVANCES

Special Board meeting Wednesday, September 1, 2021 at 4:00 p.m.

Strategic Planning Steering Committee meeting Wednesday, September 1, 2021, time to be determined.

Regular Board meeting will be held on Wednesday, September 15, 2021 from 4-6 p.m.

Facilities Committee meeting, date and time to be determined

Joint Board Retreat (JCLD/JCLF) on Saturday, October 2

ADJOURN

President Dziura adjourned the meeting at 6:17 p.m.

/s/ Daisy A. Fields

Recording Secretary