



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Board Conference Room, Medford Branch Library
205 S Central Ave, Medford, OR
October 20, 2021, at 4:00 p.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), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Business Librarian), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager) Crystal Zastera (Facilities & Operations Manager), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor) and Denise Menicucci (Business Office Assistant).

CALL TO ORDER/ROLL CALL

Vice President Turner called the meeting to order at 4:00 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the consent agenda. Director Brown seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May discussed changes to hiring and employment for companies including JCLS due to the pandemic and referred to an article "The Great Resignation" from the New York Times. Some of the issues listed were a buyer's market for employees, smaller candidate pool, employees driving when and where to work and higher wages. Director Young asked about the exit interview process and information received. Library Director May responded that exit interviews are offered to all employees but not everyone completes them.

JCLS's First Documentary Short "Spotting Fire" received 636 views.

As of October 4th all JCLS branches reopened for in-person browsing. Reservations for meeting and study rooms began Friday, October 15th and in-person programs will resume in November. Masks and social distancing will be required for both indoor and outdoor events.

Jackson County Library Foundation Report

Library Director May reported that a grant of \$9,6000 from All Care was received.

Quarterly Financial Report

Finance Manager Brittany Brite presented highlights of the report:

- Property tax levy of \$12 million, which is an increase from the prior year of approximately \$300,000 and \$330,000 higher than budgeted.
- Year to date expenses are at 15% of budgeted at 25% of the fiscal year. Increased are expected increase in the coming months as the libraries reopen.
- Utility expenses are on par with the budget and will be monitored closely for anticipated increase in utility expenses for the winter.
- Will perform a “hard close” of the FY20/21 after the audit is complete.

President Dziura asked about the use of natural gas and noted that the District may need to increase funds for utilities because the cost of natural gas is increasing. Director Young inquired about the plan for coming in under budget. The expectation is that the District’s expenses will grow in the coming months and additional personnel will be added. Staff is monitoring expenditures and may recommend moving additional funds to the Capital Improvement Fund for future Library improvements.

UNFINISHED BUSINESS

Library Director’s Goals – Executive Committee

Director Dziura gave a summary of the 2nd goal: Establish performance benchmarks and set targets to increase Key Performance Indicators. This goal addresses the question “How will we know when we are coming out of the pandemic and returning to a level of service before the pandemic?” The remaining four goals were approved previously by the Board.

MOTION:

Director Young moved to approve the evaluation proposal as proposed. Director Kiefer seconded the motion. The motion was approved unanimously.

Strategic Plan Outline

Library Strategies has been hired as a consultant to facilitate the Strategic Plan process over the next five months. Library Director May showed a presentation of the four phases which will include a steering committee, staff and community surveys, SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis, one-on-one interviews with community members, and a community focus group.

NEW BUSINESS

Policy Updates

5-12 Unattended Children in the Library

5-15 Social Media

5-14 Volunteers

MOTION:

Director Kiefer moved for approval of the three policy updates. Director Brown seconded the motion. The motion was approved unanimously.

FY2021 State Statistical Report – Director May thanked Digital Services Specialist Laura Irwin and the Finance & Statistics Committee for their thorough review of the report. There were some additional updates and changes made after it was submitted to the Board, which May reviewed. The deadline to submit the report to the state is October 31st.

MOTION: Director Young moved to submit the FY2021 State Statistical Report, and Library Director May will email updates to the Board. Director Brown seconded the motion. The motion was approved unanimously.

May shared a presentation of annual statistics from 2019-2021 of key performance indicators. She will provide additional data to the Board regarding loss of population from Phoenix and Talent because of the fires in 2020.

JCLF/JCLD Board Retreat – President Dziura commented that it was very helpful learning about the Foundation and hearing from its members, although some questions remained. Director Kiefer responded that the Foundation is working hard on their board recruitment, board structure and the relationship between the JCLD Board and Foundation.

Director Brown commented that “huge strides” on informativeness were made on both sides and the direction for the future is much clearer.

COMMITTEE AND BOARD MEMBER REPORTS

Strategic Planning Committee met regarding the Strategic Plan Outline.

Finance & Statistics Committee met and reviewed the FY2021 State Statistical Report.

FUTURE MEETINGS/EVENTS/OBSERVANCES

November 17, 2021 – Board Regular Meeting

March 23-25, 2022 – PLA Conference, Portland, OR

Both Vice President Turner and Director Kiefer recommended that Board members attend the PLA Conference. Early registration information is available.

ADJOURN

Vice President Turner adjourned the meeting at 5:15 p.m.

/s/ Denise Menicucci Recording Secretary