



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Conference Room
205 S. Central Ave., Medford
September 15, 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), Lewis Maurer (Upper Rogue Area/Eagle Point Branch Manager), Carrie Turney Ross (Area Manager for Outreach & Programming), Evelyn Lorence (Community Librarian), Parvaneh Scoggin (Technology & Innovation Manager), Crystal Zastera (Facilities & Operations Manager), Marlena Fajardo (HR Specialist), Ashley Johnson (Technical Services Supervisor), Doug McGearly (SOHS), and Daisy Fields (Executive Assistant).

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

President Dziura read the Library Card Sign-Up Month and Banned Books Week Proclamations and gave a brief commemoration of 9/11 and the Alameda and South Obenchain Fires.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May briefly introduced Brittany Brite, Finance Manager; Lewis Maurer, Upper Rogue Area and Eagle Point Branch Manager; and Carrie Turney Ross, Area Manager for Outreach & Programming.

May played the video "Look at All We've Done," which was put together by the HR Team to recognize the numerous creative and adaptive ways that JCLS has continued to serve the residents of Jackson County through the Pandemic, the Alameda Fire, and other current events.

Free vaccine clinics sponsored by Jackson County Library Services will provide flu shots and COVID-19 vaccines at Ashland and Rogue River branch libraries on September 21 and at Medford and Eagle Point branch libraries on September 24.

The DART van is scheduled to park at each branch at least once every two weeks in an initiative to expand access to technology while branches are closed to in-person browsing and computer usage. The schedule can be viewed on the Library web page.

Front-door service will continue at all branches for at least the next two weeks; the Admin Team is evaluating current Jackson County hospitalization and COVID infection rates on a regular basis in order to decide next steps.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported the Foundation had received a Ford Family Foundation grant to help fund the joint Board virtual retreat (JCLS & JCLF) planned for October 2, 2021. The theme will be “Understanding Connections to Library and Community”.

UNFINISHED BUSINESS

Auditor RFP

Finance Manager Brittany Brite recommended that JCLD enter into an engagement with KDP for auditing services for the years ending June 30, 2021, 2022, 2023, and 2024.

MOTION: Vice President Turner moved that the Board accept the proposal. Director Young seconded the motion. The motion passed unanimously.

Vaccine Policy

HR Manager Brynn Fogerty presented the COVID-19 Vaccination Policy and the COVID-19 Vaccination Procedure; both documents had been reviewed by legal counsel.

MOTION: Director Kiefer moved that the Board accept both the Policy and Procedure, as presented. President Dziura seconded the motion. The motion passed unanimously.

NEW BUSINESS

Policy Update – Claudine Taillac, Assistant Director of Public Services, shared that the 5-13 Meeting and Study Room Use policy has been updated, eliminating redundancies and clarifying the necessity of the required disclaimer. The Policy Committee recommends that the Board approve the revised policy, which will be updated on the Library website.

MOTION: Vice President Turner moved that the Board approve the policy as presented. Director Young seconded the motion. The motion passed unanimously.

Annual State Statistical Report – Library Director May provided background information about the state report and noted that the process of looking at Library data and filling out the Annual State Statistical Report has begun. The final report will be presented to the Board at the October meeting.

Recommendation for Strategic Planning Consultant – May shared the Strategic Planning Steering Committees’ evaluations of the submitted proposals, and that the committee had recommended that the Board select Library Strategies to facilitate the next JCLD strategic planning process and Strategic Plan.

MOTION: Director Kiefer moved that the Board approve the hiring of Library Strategies. Vice President Turner seconded the motion. The motion passed unanimously.

Public PC Replacement – Director May recommends the purchase of 200 Dell computers directly from Dell to replace the public access computers at all libraries. The computers were originally scheduled to be replaced in FY20/21, but due to limited access to computers during the global pandemic as well as the impact of the pandemic on the supply chain, the Technology Committee recommended that the purchase of replacement PCs be moved to FY21/22. The cost of these replacement computers is under the amount budgeted.

MOTION: Vice President Turner moved to approve the purchase as presented. President Dziura seconded the motion. The motion passed unanimously.

Agenda Approval Process – President Dziura shared that there are some inconsistencies in the written Board policies regarding the setting of the Board meeting agenda and suggested the following:

1. Specify in Board policy that a draft meeting agenda will be prepared by the Board President, Vice President and Secretary in consultation with the other Board Members, and approved by the Board at the beginning of each Board meeting.
2. Revise Board policy to reflect the preceding.
3. Change the Board Meeting Agenda template to insert “AGENDA AMENDMENT AND APPROVAL” immediately following “CALL TO ORDER/ROLL CALL”

There were no questions. Policies 1-6 Board Office Duties, 1-7 Board Committees, and 1-8 Public Meetings, will be sent to the Policy Committee for review, and the agenda template will be revised for the next Agenda Planning meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Director Kim Young gave a brief tutorial “Tips and Tricks for SharePoint.”

Facilities Committee

The Facilities 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

Strategic Planning Steering Committee meeting Thursday, September 23, 2021 at 10:00 a.m.

Finance/Statistics Committee meeting Thursday, September 23, 2021 at 2:00 p.m.

Regular Board meeting will be held on Wednesday, October 20, 2021 at 4:00 p.m.

Joint Board Virtual Retreat (JCLD/JCLF) on Saturday, October 2, 2021 at 10:00 a.m.

ADJOURN

President Dziura adjourned the meeting at 5:04 p.m.

/s/ Daisy A. Fields

Recording Secretary