



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown, and Kim Young, who joined virtually at 4:20

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), Ashley Johnson (Technical Services Supervisor), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Ashley Johnson (Technical Services Supervisor), Kelda Vath (Assistant Director, Support Services), Carrie Turney Ross (Area Manager, Outreach & Programming), Michael Grutchfield (Area Manager, Lower Rogue), Parvaneh Scoggin (Technology & Innovation Manager), Marlena Fajardo (HR Specialist), Lewis Maurer (Area Manager, Upper Rogue), Becca Phoenix (HR Specialist), Evelyn Lorence (Community Librarian), and Val Nowak (Executive Assistant).

Guests: Doug McGeary (SOHS Board President), Wendy Wormuth (First Nations Community Member)

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:01 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

Library Director Kari May introduced and welcomed Kelda Vath (she/her) new Assistant Director of Support Services, joining remotely; and Val Nowak (they/them) new Executive Assistant.

AGENDA AMENDMENTS AND APPROVAL

Director Kiefer asked to amend the agenda by adding an item for discussion: addressing the totem pole removal and how it related to policy.

MOTION: Vice President Turner moved that the amended agenda be accepted. Director Kiefer seconded the motion. The motion was approved unanimously.

CONSENT AGENDA

October 20, 2021 Regular Board Meeting Minutes

MOTION: Director Kiefer moved that the consent agenda be accepted. Director Brown seconded. Motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Wendy Wormuth, a Kwakwaka'wakw First Nations member from Dunsmuir, CA, introduced herself. Wormuth stated that she was interested in what was happening regarding the removal of the totem pole in Rogue River. She commented that she had "deep gratitude for this event" and noted that it was also Native Heritage Month and that it was especially meaningful for reconciliation and restoration. Wormuth also wanted to express to the artist that her people do see and honor his artwork, and respect the skill and work involved. She expressed that she was speaking on behalf of her people, who are a totem society who are working towards reconciliation. Wormuth stated that she was honored to be here and witness this event. To the community, she expressed a hope that we can invite in local tribal

people to represent themselves, and commented that totem societies are located much farther North. She then thanked the Rogue River community and ended her comment.

REPORTS

Library Director's Report

Library Director May noted that included with the director's report is an updated organizational flow chart and the strategic planning timeline. The community survey is being reviewed one final time prior to distribution. The target is to receive 4,000 responses. Meeting rooms have been reinstated in use and are proving to be very popular. In-person storytimes are also being rolled out.

Director Kiefer asked if the board will be provided with an opportunity to review the staff survey results. The raw data has been received and are being collated into an executive summary that will be shared in the future. Director Kiefer asked if the position of manager for Prospect and Butte Falls had been filled. Director May reported that the position has been filled, and the manager started last week.

Director Brown conveyed her appreciation to the HR department, especially Brynn and Marlana, for the employee newsletter, wellness committee, and vaccine clinics. Following this, Director Kiefer asked if the Board members could be added to the staff newsletter. President Dziura voiced that it was "incredible" how much is being accomplished, and is grateful for the breadth of the Director's Report.

Director May reported that all administrative positions have been filled, along with all area managers and the adult services coordinator. The Central Point manager position was posted last week.

Director Turner asked if there were still front-line vacancies; Director May indicated that a more complete vacancy summary will be provided on a quarterly basis.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported that the Target Circle program continues through the end of the year. The Foundation will host an Estate Planning Webinar on December 10, as well as a series of mailings regarding Giving Tuesday and other donation opportunities. JCLF board member recruitment is ongoing. The Fundraising committee is beginning to form plans based on recommendations from the consultants. Finance Manager Elizabeth Campbell's last day is November 23, and the Foundation has contracted with by Robin Braverman Associates for financial services.

Quarterly Financial Report

This report reflects the first quarter of the fiscal year. Library Director May expressed gratitude for the feedback received at the last meeting. Most circulation statistics reflect a steadiness in pandemic-level services, though numbers have not recovered to pre-COVID levels. Statistics were heavily impacted by a return to front door service at the end of August through the full month of September. There were several outreach events contributing to the increase in library card sign-ups. Objective 1 was left out of the report due to conflicting analyses. Objective 3 (Rogue Reads) will be reported on after the event occurs.

SOHS Quarterly Report

This third-quarter report was gathered to provide response to last month's request for more historic information. The report reflects that, similarly to many other businesses, usage was down due to the pandemic, but is slowly recovering. SOHS is attempting to increase collaboration with other organization and present more community-facing interactions, which should increase usage statistics. McGeary shared that they have hired a new Archivist, Jan Wright, who will start in January, and her presence will allow SOHS to be open again on Saturdays, which will also contribute to increased usage statistics. McGeary expressed gratitude for Vicki Bryden for her assistance after the departure of their previous archivist.

UNFINISHED BUSINESS

SOHS Revised Contract – Assistant Director Taillac reviewed the memo explaining the changes made to the previous contract

MOTION: Vice President Turner moved to accept the new contract; Director Kiefer seconded.

Vice President Turner brought up that the wording needed to be changed in section F to reflect ownership. She also

remarked that the fees mentioned for Archival extended as perhaps being underpriced, and questioned who set them. Taillac answered that these fees are set by SOHS and are fairly standard. Any change to this fee rate would be discussed with JCLD if changed. Vice President Turner asked a question about the section regarding background information and wanted to know more about the second-year cost. Taillac responded that if an additional year contract is signed, it will be reduced from \$39,000 to \$30,000. The reason for the reduction is to make it more in alignment with JCLD's goals. JCLD is encouraging SOHS gain more contributing partners so they can grow in their own organization. Library Director May recognized that the Library still wants to support SOHS, and also wants to encourage them to broaden their sources of funding. Motion was unanimously approved.

NEW BUSINESS

Discussion of Art Policy

Director Kiefer expressed concern that the Board should have been consulted prior to the decision to remove the totem pole, which had been accepted under a previous policy. She also felt that they should have a discussion if and when a similar situation arises again. She stated that the Board should have a discussion regarding potentially contentious issues and not rush them. Vice President Turner asked whether or not a policy exists regarding artwork, and whether or not the policy under which this artwork was accepted applies to its deaccession. President Dziura reflected the two primary areas of concern: the line of communication regarding the board being informed. The other primary question is to see where the policy lies, whether or not it is board-or library-level.

Library Director May acknowledged that the communication with the Board could have been made sooner. She stated that though it may seem like a decision was made quickly, the totem pole removal has been in staff discussion for several months. The policy under which the totem pole was accepted dates back to 2006, when the Library was a county department. May agreed that the policy needs to be updated to reflect our current environment, and this update is currently being worked on, and a draft will be brought to the Policy Committee next month. She explained that there is a form for temporary displays, and noted that in the current policy, it is at the discretion of the Library Director on when any display, whether short-term or long-term, is set up or removed. Regarding longer-term installations and considering donations of offered artwork, there are many factors involved, such as local community representation, context, and maintenance and upkeep.

Depending on the content of a temporary display, it may be addressed by the Display and Bulletin Board Policy, which may be found on the Library's website.

President Dziura asked if the policy that is to be brought forward is specifically a Board policy and Director May clarified that the policy will be approved by the board and that it will be a library policy.

There was no further comment.

2022 Holiday Closures – HR Manager Brynn Fogerty

Human Resources Manager Fogerty reviewed the proposed Holiday list, which is much the same as 2021. The major change is the proposed removal of the floating holiday in favor of recognizing Juneteenth, which became a federally-recognized holiday in 2021. Fogerty proposed an amendment to the included list to add April 29th as a library closure for a staff in-service day.

Director Kiefer inquired why there were two closure dates for Juneteenth. Library Director May explained how federal observation affected closures. May stated that because we are a seven—day-a-week organization, the number of closure dates changes from year to year depending on observation. Vice President Turner asked how many days the library was closed in 2021. She expressed concern that observing Juneteenth would increase the number of days that the library would be closed, whereas the floating holiday allowed libraries to remain open to patrons. Library Director May stated that, due to where the holidays fell in 2021, there were 11 closure dates. The proposed holiday list for 2022 would add two closure dates in comparison with 2021.

Director Young mentioned how important it is that staff has the opportunity to celebrate and recognize federally holidays.

Director Brown asked to confirm if there has been a staff in-service day before. Library Director May confirmed this and said that, due to the pandemic, a staff in-service day was not held in 2020 or 2021. In pre-pandemic times, there has been a precedent for library closure for staff in-service, and the number of paid holidays remains the same.

MOTION: Director Kiefer moved to accept the amended proposed holiday calendar. Director Brown seconded. Motion was unanimously approved.

COMMITTEE AND BOARD MEMBER REPORTS

Library Director May extended an invitation on behalf of the Relationship Committee to have a December social event between the JCLF Board and the JCLD Board. All members were in favor.

Director Brown reported that there would be a Policy Committee meeting on December 3rd, and there will be reports on several policies at the following Board meeting, including the art policy that was discussed today.

FUTURE MEETINGS/EVENTS/OBSERVANCES

December 15, 2022 – Board Regular Meeting

March 23-25, 2022 – PLA Conference, Portland, OR – Early registration ends in mid-January, all JCLD board members are interested in going, but Kim may not be able to attend.

ADJOURN

President Dziura adjourned the meeting at 5:02 p.m.

/s/ Val Nowak Recording Secretary