



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING MINUTES**
Conducted virtually via Zoom
January 19, 2022, at 4:00 p.m.

MINUTES

ATTENDEES

Present: 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), Kelda Vath (Assistant Director, Support 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), 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), Olivia Peasley (Administrative Assistant), Eric Molinsky (Digital Services Supervisor), and Val Nowak (Executive Assistant).

Guests: Nick Hemmerling, Charlene Prinsen, Maddy Benson, Mitchell Seidman, Doug McGeary, Marion Mensing, Dave Pastizzo

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:00 p.m. Roll call was taken, and Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director May introduced Olivia Peasley, new Administrative Assistant in the Finance Department.

CONSENT AGENDA

December 15, 2021 Regular Board Meeting Minutes

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May invited Eric Molinsky to give an overview of Aspen Discovery. Molinsky gave a tour of the new catalog, and highlighted some of the expanded features that are offered by this powerful search engine. He also introduced Aspen's new app, LiDA, which is available for public use, though he cautioned that it is still in Beta phase and some features may not work. Following his presentation, Director Turner asked what improvements are hoped for in the future, and Molinsky stated that they are working on expansion and ease of use in the Lists feature.

From the Director's Report, May highlighted the library closures due to snow in late December. She also gave an overview of the GED technology kit program and the grant that funded them. Director Brown commended JCLS on partnering with RVTV to provide low-cost bus passes to staff, and asked whether or not JCLS had looked into advertising with RVTD. Marketing Director Ryan Bradley responded that JCLS had looked into it previously, but had not pursued it because it was expensive.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported on the goals set in October. There are multiple potential board members lined up, and JCLF is also partnering with Marketing to advertise the Foundation more on the JCLS website. The end-of-year giving campaign did not go as smoothly as anticipated, but a great deal of support is being seen. Facebook ads placed during December proved fruitful.

Quarterly Financial Report

Finance Manager Brittany Brite reported that the State of Oregon distributed \$100,000 to JCLD due to tax displacements caused by the 2020 fires. Currently, interest income is skewing a bit low, due to low interest rates during the pandemic, and rising inflation. Rogue Disposal has increased their prices due to the pandemic, and other utilities may follow suit. Overall, the budget is on track.

President Dziura asked for more information about the distribution, and Director May responded that these funds were given through HB 5006 – a resolution to redistribute tax dollars to fire-affected areas. This amount of funds does not meet the threshold for a budget amendment, though a report on how these funds were spent will come back to the Board at a future date. A proposal to create a JCLD "wish list" for ready redirection of funds was discussed, and will be created.

Quarterly Statistics Report

Assistant Director of Support Services Kelda Vath presented an overview of current objectives. Many statistics are holding steady, which is likely a reflection of consistent open hours and pandemic stability. Objective 2 was met during the first quarter, and the goal has since been increased. Vath also reported that the YouTube views went up significantly this quarter, as did WiFi usage. Vice President Turner

expressed gratitude for the breadth of the report and thanked staff for their hard work.

UNFINISHED BUSINESS

Pandemic Response: Director May thanked the Board for addressing the Pandemic Response at the Emergency Meeting last Friday and authorizing closure of all libraries if necessary. The number of exposures for staff appears to be decreasing and JCLS continues to provide in-person service at all branches. A small number of programs that have been planned to be in-person will be able to continue based on guidance from OHA, and social distancing and masking will be required. The only service that has been paused is the in-person appointments with Digital Service staff. The trends suggest that the Omicron variant may be close to declining in Jackson County, and it is hoped that a district-wide closure will not be necessary. Director Brown asked whether or not staff have been able to find booster doses. HR Manager Brynn Fogerty reported that staff do not appear to be having difficulty accessing needed vaccinations or tests.

NEW BUSINESS

5-17 Gift Acceptance Policy

MOTION: Vice President Turner moved that the gift donation policy be accepted as presented, Director Brown seconded.

Director Kiefer asked about the name of the policy and questioned whether gift “acceptance” or “donation” policy was more appropriate, and it was agreed that the name should be changed. Director May expressed gratitude to JCLF Director Ginny Auer for all of her hard work to help create this policy, and to legal counsel for their review.

Motion was approved unanimously.

Appointment of Budget Officer

Director May recommended Brittany Brite be appointed the Budget Officer for FY 2022.

Vice President Turner moved that Brittany Brite be appointed Budget Officer for the 2022 Fiscal Year. Director Kiefer seconded.

Motion was approved unanimously.

Budget Committee Vacancy

President Dziura reported two vacancies for the Budget Committee. Applications will be accepted until February 9, 2022 and can be found on the JCLS website. He presented an overview of the screening process for applicants and a potential timeline.

Director Kiefer asked whether the press release had gone to the local newspapers. Director Brown

asked if any applications had been received, and whether or not additional advertising would be appropriate. In the past, the notifications have been sufficient, but appropriate individuals may also be invited to apply. Candidates will be approved at the February 16 Board Meeting. Marketing was asked to advertise the opening on social media. If it appears that there is a low candidate pool, there are other avenues to pursue, including pushing back the deadline and more concerted advertising.

Director Young requested notification if it appears there are not applicants after one week. President Dziura confirmed the Budget Committee Selection Committee as himself and Director Kiefer, with Kari May as a staff representative. He invited Brittany Brite to attend as a staff representative as well.

COMMITTEE AND BOARD MEMBER REPORTS

None.

ADJOURN

President Dziura adjourned the meeting at 5:20 p.m.

/s/ Val Nowak
Recording Secretary