



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Large Meeting Room and remotely via Zoom
205 S Central Ave, Medford, OR
April 20, 2022, 4:00 p.m.

MINUTES

ATTENDEES

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

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 (Branch Manager, Central Point), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager) Crystal Zastera (Facilities & Operations Manager), Brynn Fogerty (HR Manager), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Parvaneh Scoggin (Manager of Technology and Innovation), Lewis Mauer (Branch Manager, Eagle Point), Evelyn Lorence (Community Librarian), Becca Phoenix (HR Specialist), Marlena Fajardo (HR Specialist), and Val Nowak (Executive Assistant)

Guests: Charlene Prinson, Pat Gordon, Maddy Benson, Rob Schlapfer, Jon Legarza, Elaine Howard

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Library Director May introduced Haylie Courtney, the new social worker for JCLS.

APPROVAL OF AGENDA

MOTION: Director Turner requested that the minutes from the March 16, 2022 Regular Board Meeting be moved to New Business for further discussion. Director Brown then moved that agenda be accepted as amended. Director Young seconded. Motion was approved unanimously.

Director Turner moved that the consent agenda be accepted. Director Young seconded. Motion was approved unanimously.

GUEST PRESENTATION – TALENT URBAN RENEWAL AGENCY

Jon Legarza, Executive Director of the Talent Urban Renewal Agency, and Elaine Howard of Elaine Howard Consulting LLC presented an overview of Urban Renewal Districts as well as information regarding the proposed Talent Urban Renewal District.

During the discussion after the presentation, Director Turner asked for clarification regarding assessed valuations and how it relates to the proposed district, especially with regard to the Alameda Fire damage. Howard explained that the valuations that are being considered are from January 1, 2020, and that the first year that property taxes would be frozen for impacted districts would be in FY23/24. Howard also explained the impact that the Renewal District would have on the Library District funding. Director Young inquired as to expected population growth, as library services will need to continue despite loss of income. Howard responded that they expect the population within the proposed district to return to pre-fire levels, and that population growth may also revive in

further areas surrounding the district. Director Turner suggested that the Board may want to write a letter on behalf of JCLD, and Legarza responded that comments are welcome any time, and that if a letter is submitted during the 45-day comment window, the City Council must address it in a public meeting.

Legarza concluded the discussion with an invitation to the Talent Town Hall virtual meeting on Wednesday, April 27 at 6:30 p.m. Comments are welcome at any time, with formal input invited sometime in May or June.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Pat Gordon elaborated on her message from the March 16 meeting regarding biliteracy, meaning reading fluency in both print and digital formats. She asked the Board to consider how biliteracy can be reflected in the 2022-2026 Strategic Plan. She referenced work by cognitive neuroscientist Mary Ann Wolf, and encouraged the Library to implement and offer educational opportunities about brain circuitry and its role in biliteracy for both children and older readers.

REPORTS

Library Director's Report

Library Director May shared a summary of the Director's Report, and highlighted the new documentary *New Year Underwater*, the Ashland Library Food Pantry, and the positive press regarding the Medford Morning Hours program.

Quarterly Financial Report

Finance Manager Brittany Brite presented the Quarterly Financial Report. Overall, the District's quarter-end financials look strong. Revenues are healthy and are projected to meet what was budgeted for the year. Personnel services were budgeted with the assumption that hours would increase the second half of the year and more staff positions being added at that time, which did not happen. Thus, personnel services are expected to come in under budget.

Quarterly Statistics Report

Assistant Director of Support Services Kelda Vath presented a summary of the Quarterly Statistics Report. Overall, usage trends have increased slightly, and there are encouraging signs that services are recovering to pre-pandemic levels. All but one of the quarterly goals have been met, though more hotspots were added to the collection in order to get closer to that objective.

UNFINISHED BUSINESS

Land Acknowledgment Presentation

Loren Clupny presented an informational slideshow giving history and context to land acknowledgments, as well as specifics regarding the JCLS land acknowledgement statement and process.

Pandemic Response

Library Director Kari May shared an update regarding current COVID-19 protocols, and overall trends in cases have continued to be low. Hybrid programming will continue, and in-person programs are increasing in frequency and attendance.

Ashland HVAC Project

Bids for this project came in at a much higher amount than expected, and it is recommended that the board approve the lower of the bids with Outlier Construction, and that they approve direct billing of the project to the District rather than the County. Director Turner brought up concerns of

false invoice fraud, as that has been happening elsewhere in the county. Director May responded that the County will act as a Project Manager, and will monitor and review all components to protect against fraud. She also added that JCLS has partnered with Outlier and the County in the past two renovation projects and has high confidence in their ability to complete this project.

MOTION: Director Young moved that the contract be approved as proposed. Director Turner seconded. The motion was approved unanimously.

NEW BUSINESS

March 16, 2022 Regular Board Meeting Minutes

Director Turner asked for greater details to be included regarding the strategic plan discussion and public comments. The minutes will be updated to better reflect discussion and will be brought to the Board at the May meeting.

Policy Review: Cyber Liability Policy

Kelda Vath shared a recommendation on behalf of the IT department and the Policy Committee to rescind the Cyber Liability Policy as a policy. It will remain as part of the Cyber Security Plan, but it is better defined as being guidelines.

MOTION: Director Brown moved that the Cyber Liability Policy be rescinded from Library Policy. Director Young seconded. The motion was approved unanimously.

Policy Review: Service Animals in the Library Policy: Claudine Taillac shared an overview of the proposed changes to the policy regarding Service Animals in the Library.

MOTION: Director Turner moved that JCLD adopt the Service Animals in the Library Policy as presented. Director Brown seconded. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee: Director Young shared an update from the Finance Committee regarding their recent meetings, during which they reviewed the quarterly financial and statistical reports, discussed the salary study, and met with staff regarding the hours study and upcoming proposal.

Technology Committee: Director Dziura shared that all technology projects are on track.

PLA Conference Report: Director May invited Board Members who attended the 2022 PLA conference to report on their experience. Director Brown shared key points of sessions she had attended on digital items and various library security service models. She also mentioned enjoying exploring innovative uses of library spaces. Director Kiefer shared how pleased she was that so many of JCLD Board Members and staff were able to attend the conference, and encouraged all Board members to engage in development opportunities. Director Turner and Director Brown shared takeaways regarding internet accessibility equity concerns. Director Turner extended appreciation for the keynote speakers.

Executive Session pursuant to ORS 192.660 (2)(3): The consensus from the session was that the Finance Committee should no longer pursue the procurement of an additional building for the Jackson County Library District.

ADJOURN

President Dziura adjourned the meeting at 6:22 p.m.

Recording Secretary: Val Nowak