



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), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Branch Manager, Central Point), Riley McGraw (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Brynn Fogerty (HR Manager), Ashley Johnson (Technical Services Supervisor), Lewis Mauer (Upper Rogue Area Manager and Branch Manager, Eagle Point), and Val Nowak (Executive Assistant)

Guests: Charlene Prinson

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Riley McGraw, legal counsel, introduced himself. McGraw was filling in for regular counsel, Jacquelyn Bunick, who was unavailable for today's meeting.

CONSENT AGENDA

MOTION: Director Kiefer requested to add a discussion item regarding Board Governance to the agenda. Vice President Turner moved to approve the agenda as amended. Director Kiefer seconded, and the motion was approved unanimously.

Director Kiefer then moved to accept the consent agenda items. Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Director May shared highlights from the Director's Report, which included staff day, increased program attendance, and national poetry month, as well as the inventory project. A brief discussion followed regarding the impact and results of the inventory project, and several board members also expressed appreciation that staff are being trained in the MyChart application, saying that it will provide needed help to the community.

Jackson County Library Foundation Report

In the absence of Foundation Executive Director Ginny Auer, Director May and Director Kiefer provided highlights of the report. They focused primarily on the Oregon Nonprofit Leadership Conference that Foundation members attended earlier this month. A brief discussion followed regarding the terms and term limits of Foundation Board

Members, and Director Kiefer mentioned that the Foundation is planning to establish an emeritus board as well.

Monthly Financial Report

Finance Manager Brittany Brite presented an overview of the monthly financial report and added that the District received another deposit from the State for the Wildfire Distribution Fund. The Board asked for clarification of where certain grant funds had been spent and discussed possibilities for further uses of grants that were not limited, specifically regarding funds designated for use at the Ashland Branch.

UNFINISHED BUSINESS

None

NEW BUSINESS

Policy Review: Display and Bulletin Board Policy – Assistant Director of Public Services Claudine Taillac presented an overview of the proposed revisions to the Display and Bulletin Board Policy. A brief discussion followed, focusing primarily on the language regarding library material displays, and whether or not the displays had to be related to library materials. That language had been primarily directed towards displays that were staff-driven, and it was agreed that the particular wording could be clarified. There also followed a discussion regarding the word “diversity” and its intended meaning. Dziura proposed that the Policy Committee review it after wording is clarified, and that the policy be brought to the board at a later date. No action was taken.

Policy Review: Internet Acceptable Use Policy – Assistant Director of Support Services Kelda Vath presented the proposed revisions to the Internet Acceptable Use Policy, namely that the wording and voice had been clarified, and that unnecessary sections had been removed. Director Turner noted that some minor formatting changes needed to be made. Director Kiefer asked if the term “sexually hostile” could be broadened to include other hostilities. It was noted that that phrase is included specifically due to the CIPA act. A discussion ensued regarding broadening the scope of the internet filter, and whether it could prevent hostile content that was created on library computers and distributed from them. It was noted that there is language in other policies that prohibits these actions, and it was agreed that broadening the filter would not be necessary.

Motion: Director Turner moved that Policy 5- 8 Internet Acceptable Use be adopted as revised. Director Brown seconded, and the motion was unanimously approved.

HR Policies: HR Manager Brynn Fogerty presented two policies that are proposed to be added to the JCLS Employee Handbook. Both are meant to strengthen the benefits package, increase retention, and encourage more robust and diverse applicant pools. In the discussion that followed, board members asked for clarification regarding the language of the proposed policies, and the lack of implementation directions. Fogerty responded that the wording included in the policy was intentional and written under the guidance of HR consultants. She also noted that these policies are meant to be included in the Employee Handbook and thus do not include implementation plans.

Motion: Brown moved that the two policies be adopted and included in the Employee Handbook. Director Kiefer seconded, and the motion was approved unanimously.

Discussion of Board Planning and Governance

Director Kiefer requested that the Board set aside time for board members to meet and discuss their roles in relation to the Library and Library Director, plan for position duties, discuss strategies for training and development for board members, and plan for Board continuity and succession. Dziura observed that planning meetings and retreats have been held in previous years, usually in the summer, and that revisions to the Board Governance policies are underway. The Board agreed that a retreat should be held, and members discussed the topics and content that should be included. Members requested to review and clarify the processes, authorities, roles, and duties of the Library Director, Board, and Committees. The Board asked that an outside consultant or facilitator be brought in for the retreat. It was also agreed that an annual Board Calendar would be developed, and

acknowledged that additional meetings or work sessions may be necessary in order to address all of the requested discussion items.

Turner proposed that Board Members consult their calendars and send their availability to the Executive Assistant so that the meetings may be planned. Creating a Board Recruitment Package was identified as being a priority, especially with the next election cycle coming up next year. A discussion of committee logistics also occurred regarding membership, creation, and necessity. The executive committee will meet in order to plan these meetings further, and dates will be announced soon.

COMMITTEE AND BOARD MEMBER REPORTS

Relationship Committee – May reported that the primary discussion at the April meeting revolved around the evaluation process of the Foundation Director. The Memorandum of Understanding was also discussed, specifically the financial agreements outlined in the document. The committee is working on an addendum to the MOU to clarify in-kind donations and include professional services support language. The addendum will then be brought to both boards for approval.

Executive Committee – President Dziura brought up that the Director Evaluation process has started, and members will receive evaluation forms soon. The process will be similar to what it has been in previous years. A brief overview of the process was given.

Vice President Turner proposed that the June 1 Board Work Session regarding Hours be postponed until after June 15, due to one of the board Members being absent during the proposed date. A discussion of possible alternative dates did not yield a firm result due to multiple conflicts. The Hours work session was moved to June 8, 2022.

May noted that she will be attending the ALA Annual Conference in June and will be serving on a panel at a session regarding health literacy.

ADJOURN

President Dziura adjourned the meeting at 5:46 p.m.

/s/ Val Nowak
Recording Secretary