



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING AND BUDGET HEARING
Medford Branch Library
Large Meeting Room
205 S Central Ave, Medford, OR
June 15, 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 was absent.

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), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Parvaneh Scoggin (Manager of Technology and Innovation), Lewis Mauer (Upper Rogue Area and Eagle Point Branch Manager), Evelyn Lorence (Community Librarian, Youth Literacy), and Val Nowak (Executive Assistant)

Guests: Echo Fields

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:03 p.m. Roll call was taken, and the land acknowledgement read.

CONSENT AGENDA

MOTION: Director Turner moved to approve the agenda as presented. Director Brown seconded, and the motion was approved unanimously.

Director Turner then moved to approve consent agenda items 1-6. Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2022-2023 BUDGET

Director Dziura opened the floor to public comment regarding the approved budget. No comments were made, and so Finance Manager Brittany Brite recommended that the Board adopt Resolution 2022-06: Adopting Fiscal Year 2022-2023 Budget, Making Appropriations, Imposing and Categorizing Taxes.

MOTION: Director Turner moved to approve Resolution 2022-06: Adopting Fiscal Year 2022-2023 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Brown seconded the motion. Resolution was then approved by unanimous roll call vote.

Brite then outlined the budget adjustments recommended for approval in Resolution 2022-07. The proposed changes consist of adding pressure washing services to the custodial contract and budget, and a proposed transfer from the Lindberg fund for use for capital improvements specific to the Ashland HVAC project.

President Dziura noted a correction in the current version that was not in the printed board packet the directors had received the week prior. Director Turner noted that column a and b needed to be updated to match the proposed amendment, as well as where the grant fund was listed.

MOTION: Director Turner moved to approve Resolution 2022-07 with the noted corrections. Director Brown

seconded the motion. Resolution was then approved by unanimous roll call vote.

REPORTS

Library Director's Report

Director May introduced Central Point Branch Manager Elanna Erhardt, who was the Business Librarian at JCLS before moving to her current position. Erhardt presented an overview of the Business Librarian position, and some of the successes she had during her tenure. May thanked Erhardt for her presentation and hard work, and Director Young echoed the thanks. May then presented highlights from the June Director's Report, focusing primarily on the launch of the Summer Reading Program. May also recognized Assistant Director of Public Services Claudine Taillac, who is moving out of state, and thanked her for her service. Dziura extended his appreciation to Taillac for her contributions to the Board and to the organization.

Turner asked if the Board needed to approve an amendment to the staff vaccination policy requiring that staff receive a booster shot against COVID-19. May responded that the Library has consulted with SDAO, and have concluded that booster shots will not be made compulsory, but will remain highly encouraged.

Monthly Financial Report

Brite presented a summary of the monthly financial report and provided an update on the progress of the audit. She also shared a recommendation that the vacation cap be extended, as COVID restrictions have impacted travel plans. A brief discussion ensued regarding the cap. Director Turner asked for more information, and Director Young asked about the time sensitiveness of the matter. The consensus was to table the matter until the July Board Meeting, in order to provide the Board with more detailed information.

MOTION: Director Turner moved to accept the finance report as presented, and Director Brown seconded. The motion was approved unanimously.

UNFINISHED BUSINESS

Policy Review 5-05, Displays, Exhibits, and Bulletin Boards. Policy Committee member Brown outlined the changes that had been made to the proposed policy to address the concerns brought forth at the May Board Meeting.

MOTION: Director Young moved to adopt the policy as presented. President Dziura seconded the motion. The motion approved unanimously

NEW BUSINESS

Board Leadership and Election of Officers

Dziura presented a summary of topics that will be on the agenda at the annual meeting in August, including annual adoption of organizational items. A short discussion followed, consisting of possible change of meeting times, updating the mileage reimbursement rate, updating the authorized bank signers, and needed RFPs for the upcoming year. Dziura then opened the floor for members to discuss Board Leadership for the upcoming year. He noted that the JCLD Board Presidency has historically been rotated throughout the Board members. Dziura indicated he would be willing to serve a second year in the office, and Young agreed that Dziura should stay in the role. Vice President Turner indicated that she would rather not serve a second year, and asked for Young or Brown to consider the position. The election of officers will take place during the July JCLD Board Meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee – Turner and Young shared a summary of the last Finance Committee Meeting

Executive Committee – Members have submitted their availability for the annual board retreat. May noted that there will be SDAO training in Ashland on August 17 and suggested that either the preceding or following day be used for further Board training. It was agreed that the Board would pursue this option.

Dziura then reminded the Board that it is time for the Library Director's Evaluation. Members discussed when to hold the executive session. It was proposed that the morning July 6 be explored, pending Director Kiefer's availability.

ADJOURN

President Dziura adjourned the meeting at 5:06 p.m.

/s/ Val Nowak
Recording Secretary