



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant).

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Director Dziura read a statement proclaiming October 16-22, 2022 as National Friends of the Library Week.

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the agenda as presented. Director Young seconded, and the motion passed unanimously. Director Kiefer then moved to accept the items on the consent agenda. Director Young seconded, and the motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Director May shared highlights from the report, such as the completed search for Assistant Director of Public Services, and an update on the hours expansion project. She explained the decision to outsource the payroll process to PeopleStrategy, and mentioned that the extension to the audit that had been recommended by KDP had been submitted and will allow for a more efficient process to both the audit and payroll transfer. Director Young added that both items were discussed and approved by the Finance Committee. Director Turner commented that she was disappointed that the finance statements have been delayed, and she is concerned about financial processes falling behind.

Director Kiefer asked how the air scrubbers mentioned in the report work, and where they would be deployed. Assistant Director of Support Services Kelda Vath clarified that they are standalone units that sit in an entry way or other rooms to clear the air of smoke and other contaminants, and would be used primarily during times of consistently poor air quality. Director Young asked about the longevity of the units. May replied that the grant supplied the initial machines and one filter, but replacement of future filters will be the responsibility of JCLS.

Director Dziura asked about the internship program mentioned in the Social Services portion of the report, and how candidates were selected. May reported that Social Worker Hailey Courtney, who is a graduate from SOU, had reached out to the University to see if any students would be interested to work with JCLS to complete the internships required as part of their program. Candidates were interviewed, and three students were selected. They will soon be working with the Social Services department, and it is hoped that this

opportunity can be offered to more students in the future.

Director Dziura brought up the upcoming panel on homelessness, and commented that he was glad that efforts to increase understanding and compassion were being planned with community partners. He asked whether any elected officials would be participating on the panel, and recommended that an invitation to them be considered in the future. May responded that this panel is hoping to focus on organizations and individuals who are working directly to provide services to people experiencing homelessness.

Jackson County Library Foundation Report

Director Ginny Auer opened her report by discussing the development of the Dolly Parton Imagination Library partnership with Southern Oregon United Rotaries. She also highlighted that Hunter Communications will be sponsoring the upcoming Rogue Reads Program, and extended an appreciation to two Foundation Board Members – Mitch and Becky - who are retiring after over twenty years of service.

UNFINISHED BUSINESS

None

NEW BUSINESS

State Library Statistics and Annual Programming Report – Kelda Vath

Assistant Director of Support Services Kelda Vath gave a brief overview of the Oregon State Statistical Report Data and process, and opened the floor for discussion. Director Kiefer asked why the OverDrive title count had decreased in 2022. Vath answered that because that number includes both titles purchased by JCLS in OverDrive and titles available in Hoopla, license metrics in Hoopla likely affected the data.

Director Kiefer asked if the data regarding the number of circulations outside of the system was referring to non-resident cardholders. Director May responded that those figures were in relation to InterLibrary Loans, and did not include JCLS non-residents. Director Kiefer then asked if there was any indication of relief in the continuing supply chain issues. Vath agreed that order fulfillment has not recovered as expected, and said that Support Services Staff recently wrote to JCLS' major vendors asking for an update. Initial responses indicate that while book printing systems have recovered, the support systems needed to fulfill orders has not. The conversations between staff and vendors are ongoing, and solutions are being explored.

Director Young extended an appreciation to Vath and other staff for compiling all of the data, and thanked them for their thorough knowledge and detailed answers to every question.

Motion: Director Young moved that the State Library Statistics Report be accepted as presented. Director Keifer seconded, and the motion was approved by unanimous vote.

Vath presented a summary of programming and active patron statistics for FY2022. It was noted that the Alameda Fire and ongoing pandemic continue to show impacts on library use, especially as active cards from 2020 are now reaching their renewal dates. The number of new registrations is increasing, but many previously active patrons did not renew their cards. In-person programming is increasing, along with program attendance. Outreach programming also increased, and Carrie Turney Ross clarified that take-and-makes will not be discontinued, but rather that the focus is shifting to in-person programming, and that take-and-makes are offered to patrons afterward who could not attend.

Committee Charters and Workplans for 2022-2023

Director May presented the updated charters and workplans for the Finance, Statistics, Relationship, and Facilities Committees. She added that the Policy and Advocacy Committees will meet in November, and that their charters would be presented at the next Board meeting.

Director Turner asked whether or not contracts for maintenance and janitorial are set to be reviewed this year and whether RFPs for those services will be issued. Director Dziura answered that all contracts are reviewed annually, but that it is unlikely that those contracts, which are under IGAs, will be identified for replacement. May responded that it is a similar agreement with the custodial contract in that the State

requires governmental entities to prioritize their services. She clarified that each contract is reviewed every year to ensure that terms are still appropriate. She stated that contract review is included under the Responsibilities section of the Facilities Charter, but that it could be duplicated in the workplan as well. Turner asked that the workplan be amended as discussed.

Motion: Director Kiefer moved to accept the Finance, JCLD/JCLF Relationship, and Data and Metric Committee Charters and Workplans as presented, and to accept the Finance Committee Charter and Workplan as amended. Director Brown seconded, and the motion was approved unanimously.

JCLD/JCLF MOU Amendment

May stated that legal counsel reviewed the document, and had recommended clarifying language regarding office space.

Director Turner brought up concerns that the Foundation could be considered a component unit in regard to JCLD audits, and suggested that the amendment to the MOU be reviewed by auditors, and that tests be performed in advance of the audit. Director May and Finance Manager Brittany Brite confirmed that the current MOU has been reviewed by KDP auditors, and that concerns of the Foundation becoming a component unit had been discussed. The updated document will be included in the upcoming audit as well. May then stated that the tests referenced by Director Turner have already been performed by KDP. While it is likely that the Foundation will eventually become a component unit, exactly when that will occur is unclear, and for the time being it is not an issue.

Because the proposed amendment would not have an impact on the Foundation's standing, May recommended that the discussion of the Foundation as a component unit be tabled for the current meeting and included as part of a future audit discussion. The Finance Committee will review it as part of the upcoming audit as well.

May noted that a slight adjustment had been made to the MOU after publication to fix a number error. Legal Counsel Bunick commented that legal teams on behalf of both JCLD and JCLF reviewed and approved the original MOU, and that component unit concerns had been discussed when the agreement was drafted.

Motion: Director Young moved approve the JCLD/JCLF MOU Amendment #1 as modified. Director Brown seconded, and the motion was approved unanimously.

Library Director's Goals

May summarized the four drafted goals, which have been reviewed by the Executive Committee. On behalf of the Executive Committee, Director Dziura commented in support of the goals and recommended they be accepted as presented.

Director Young asked how the proposed goals would be measured. Dziura responded that the reports on strategic plan and hours expansion progress mentioned in the first two goals would provide metrics to measure success. The third goal will be achieved by the relevant policies coming to the Board for review and acceptance throughout the year. The final goal will be measured by May completing the Dare to Lead program.

Turner commented that she would have liked to have seen a mention of improving the budget document and statistical goals to increase library use. May responded that data and metrics analysis will be reported in measurement of the first goal, and that it is expected that implementation of the strategic plan and hours expansion will lead to increased library use among new and established patrons. Director Dziura responded that there is already an established process to review budget documents, and that it includes a system of checks and balances. He stated that he felt that the proposed goals cover the areas of Turner's concerns as written.

Director Brown asked if the budget document is a responsibility of the Finance Committee. Director Dziura responded that it is, and emphasized that the goals and responsibilities of the organization are also the goals of the Director.

Motion: Director Brown moved to approve the Library Director's goals for FY22-23 as submitted. Director Dziura seconded. The motion was approved with Director Turner voting against, and Directors Brown, Dziura, Kiefer, and Young voting in support.

COMMITTEE AND BOARD MEMBER REPORTS

On behalf of the Facilities Committee, Director Dziura commented that the HVAC project's initial estimate for branch closure was for four weeks. After reviewing the complexities of the project, it was concluded that a more reasonable prediction is approximately seven weeks. May clarified some weeks may be partial closures, but a full closure will be necessary when staff areas will be impacted, and when working on the second floor will cause significant disruption. Parts are scheduled to be delivered in December, and the project is slated to begin in Spring. As the project nears, there will be further updates.

Director Turner asked if the ladder would be a temporary installation. May responded that it is a permanent addition, and that there are security measures in place to prevent unauthorized use. Turner asked if there is a plan for parking during the project, and May commented that arrangements had been made for construction projects in the past, and that a similar arrangement would be made for this project.

Once a project timeline has been confirmed, solutions to address how library services will be adjusted to serve Ashland patrons during the closure will be discussed.

On behalf of the Relationship Committee, Director Brown asked if there is a plan regarding the vacancy on the Committee that will be created by Becky's retirement. Foundation Director Ginny Auer stated that Versteeg will stay on the Committee through the end of 2022, and a new member will be appointed at the January Foundation Board Meeting.

Director Dziura concluded by reporting that RVCOG has appointed a new Executive Director at their previous meeting.

ADJOURN

President Dziura adjourned the meeting at 5:13 p.m.

/s/ Val Nowak

Recording Secretary