



MINUTES

ATTENDEES

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

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)

Guests: Carrie Turney-Ross (Area Manager, Outreach & Programming), Aria Bettinger (CPA, Partner at KDP Certified Public Accountants)

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

President Dziura read a statement proclaiming September 18-24, 2022 as National Banned Books Week.

CONSENT AGENDA

Director Dziura asked to move item number 4, the Director's Contract and Compensation, until after the Executive Session

MOTION: Director Turner motioned to move the item as requested and approve the agenda for the meeting. Director Brown seconded, and the motion was approved unanimously. Director Brown then moved to approve the items on the consent agenda. Director Dziura seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Director May introduced Area Manager of Outreach and Programming Carrie Turney Ross, who presented a summary of the 2022 Summer Reading Program. There was an increased focus on in-person programming, which was welcome after virtual programming throughout previous years. She discussed popular programs that had been featured for each age group, and mentioned that in Gold Hill, the Treasured Genre Book Club proved so popular that it is now a permanent program. She highlighted the ways that the BeanStack interface has allowed for increased participation and ease of participant tracking and included that Ready to Read grant funds have allowed JCLS to subscribe to the service. She concluded the presentation with a brief discussion of preliminary statistics. In all, about 1,500 kids, 400 teens, and 600 adults attended programs related to Summer Reading this year.

Director May highlighted the opening of the Gaming Cave in Eagle Point and the Prospect Jamboree. She noted that the DART Van was particularly popular at the Prospect event. Music in the Library is a continuing partnership and will hopefully be expanding. She also mentioned that she will be one of the panelists at the upcoming virtual Banned Book Panel on Sept. 22.

UNFINISHED BUSINESS

Presentation of Audit for FY ending June 2021

Finance Manager Brittany Brite and KDP CPA Aria Bettinger shared a recommendation from the Finance Committee to accept the Audit and opened the floor for discussion.

Director Turner began the discussion by asking about expense coding and which Fiscal Year the audit expenditures fell under. She expressed disappointment about it having been a difficult and delayed audit process and extended hope that future audits will go more smoothly.

Bettinger then gave an overview of the recommended adjustments and how to correct the weakness identified in the internal control.

Director Dziura asked if the items on the checklist in the Plan of Action will be in place annually for the Library, and whether such adjustments are a common occurrence in other organizations. Bettinger stated that it is very common and is in place in most governmental institutions. These internal controls will be ongoing and are intended to guide processes. As the years progress, it is likely that many issues will be resolved, and that each year will result in fewer needed adjustments. Dziura extended an appreciation for KDP for being so thorough and acknowledged their hard work and patience throughout the process.

Director Turner asked about the timeline for completion of the creation of the checklist as outlined in the Plan of Action. Brite responded that the Finance department is aiming for December 31 and said that it could be moved up if it was recommended. Turner asked that the deadline on the letter be moved to October 31 for this year and August 31 each year thereafter. Bettinger recommended that the deadline be kept as it is written, as it allowed for flexibility and ensured that there would be time to address all the items on the Plan of Action. Turner was concerned that without an earlier deadline, it would not establish expectations for future years. Director Dziura asked if the letter is sufficient for submission the Oregon Secretary of State, and Turner asked if keeping the deadline in December would prevent the Finance Department from starting the next audit. Brite and Bettinger responded that the letter was ready to be submitted, and that the internal deadline might be met sooner than what was written. The Board agreed to keep the deadline date of December 31 as is written in the letter.

Motion: Director Dziura moved that the JCLD Board accept the FY 2021 Audit and Corrective Plan of Action Letter as presented. Director Turner seconded, and the motion was approved unanimously.

NEW BUSINESS

None

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee – Director Turner provided a brief summary of the last meeting, which focused on the audit, and reported that the committee would meet again next month to review reports and prepare for the next audit.

Policy Committee – May discussed the changes to the Land Acknowledgment policy that had been identified as needed at the previous meeting.

Director Kiefer asked about an email that the Board received from the Friends of the Rogue River Library regarding approval for proposed projects. May responded that she has been in contact with Branch Manager Michael Grutchfield regarding the proposals. May and Grutchfield are working with Facilities Staff and Finance Department, and there will be communication on the subject in the future. The Board directed May to respond to the request.

Executive Session pursuant to ORS 192.660(2)(i)

The Board entered into Executive Session pursuant to ORS 192.660 (2)(3), after which they rejoined the public meeting already in session.

Director's Contract and Compensation

Director Dziura began the discussion by sharing the results of a salary study conducted by HR Manager Brynn Fogerty earlier this year. May then recommended an increase to the Director's base salary by 10%, in addition to the 3% Cost of

Living Adjustment (COLA) that all staff received in 2022, for a total of \$152,800.

Director Turner voiced a concern that the salary study was performed by JCLS staff, and that it made her uncomfortable that the Board was not more involved with the process, especially with regard to the library systems identified as comparable data points.

Motion: Director Turner Moved that the Director's base salary be increased to \$150,000/year. Director Brown seconded.

A discussion followed, primarily consisting of when the study had been performed, and whether or not the COLA was included in the recommended amount. Director May commented that salary increases were usually done by percentages, not by a set number, and asked if the \$150,000 would include the COLA. Director Turner replied that it would.

Dziura asked May to explain the reasoning behind the original recommendation of a 10% increase. May responded that it brought the position up to a competitive comparable wage, and that it included an increase felt to be appropriately merited by the performance evaluation. Dziura then asked if Turner felt the merit increase was inappropriate. She replied that she felt that her proposed rate was fair and comparable with the Deschutes system, and felt that her proposal included a merit increase.

May asked Turner if her proposal rate would be retroactive to the beginning of FY2023, and Turner replied that it would be. May asked that that be included in the motion.

Director Dziura stated that the motion on the floor was to increase the Director's compensation to \$150,000 a year, including COLA, and retroactive to the beginning of FY2023. With Directors Turner, Brown, and Keifer voting in support, and Director Dziura voting against, the motion was approved by majority vote.

ADJOURN

President Dziura adjourned the meeting at 6:12 p.m.

/s/ Val Nowak

Recording Secretary