



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA**
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
February 22, 2023, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. January 18, 2023, Board Meeting Minutes1
- 2. February 1, 2023, Special Board Meeting Minutes4
- 3. Appoint Budget Officer.....5.
- 4. FY24 Budget Calendar.....6

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment.)

REPORTS (Inform)

- 5. Library Director.....7

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 6. Board Policy Packet (Action).....15

NEW BUSINESS (Inform/Discuss/Action)

- 7. Program Policy (Action).....38
- 8. Security at Medford Library (Inform/Discuss).....42
- 9. Finance Committee Membership (Action)

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 10. Relationship Committee).....44

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 15, 2023 JCLD Regular Board Meeting
April 19-22, 2023 Oregon Library Association Conference, Bend, OR

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Val Nowak at 541-774-6406 or vnowak@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Val Nowak at 541-774-6406. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



MINUTES

ATTENDEES

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

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), and Jacquelyn Bunick (Legal Counsel).

Guests:

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

President Dziura announced that Board member Jill Turner had resigned effective January 10, 2023, and that part of this meeting would be spent discussing the process of appointing a successor and ways to memorialize Director Turner's contributions dating back to the Board's formation.

CONSENT AGENDA

MOTION: Director Kiefer moved to accept all items on the consent agenda. Director Brown seconded, and the motion was approved unanimously.

Director Young then noted that she thought one Director had abstained on an earlier vote on Year End and Quarterly Financials which had been recorded as unanimous and requested a review. Library Director May agreed to review and make necessary corrections. Director Kiefer moved to accept the corrected consent agenda. Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May invited Finance Manager Brite forward to present a Year End Summary for 2022, which had been shared with staff in December. May reported additionally that the Rogue Reads programming was enthusiastically underway. Expanded days and hours at Medford and Ashland have been met with positive responses. The Big Ideas program series, presented in Ashland in partnership with American Association of University Women (AAUW), has gotten off to an engaging start. The Dolly Parton Imagination Library launched in January, with 1,100 children registered within three weeks. The Medford Mail-Tribune has ceased operations, so the library must find a new newspaper of record; it is unclear what to do with no newspaper currently in print anywhere in Jackson County.

Jackson County Library Foundation Report

Foundation Executive Director Auer provided a 2022 Year in Review of the Foundation's activities, based on priorities set at the October 2021 retreat attended by both the Library's and Foundation's Boards of Directors. Directors Dziura and Auer expressed intent to work together to schedule another retreat in the near future.

Southern Oregon Historical Society Report

SOHS Archivist Jan Wright shared highlights from her written report and then related an anecdote from a recent visit from Saint Mary's High School to the archives in which a student asked what a photographic negative was. Wright took this as an indication that volunteers will need to account for the frames of reference as they incorporate younger generations into their activities.

Quarterly Financial Report

Finance Manager Brite reported that even with expanded days and hours, library operations are still projected to come in under budget for personnel costs and that the District's financials are on track.

Strategic Plan Report

Director Kiefer asked whether concerns of partners regarding deadlines for submission to the Library System's Event Guide had been addressed. Library Director May confirmed that quarterly deadlines would remain the same for 2023 but that there would be some flexibility between those deadlines.

UNFINISHED BUSINESS

Upper Rogue Hours Review

Library Director May reported that further review of the hours expansion in the Upper Rogue Area revealed that only the Shady Cove Branch Library would not open on Saturdays, so the proposal includes four hours on Saturdays in Shady Cove as well as the addition of Saturday hours in Butte Falls. Further revisions bring the expanded hours of smallest branches into closer alignment with each other. Director Young asked how the Library System planned to recruit for new positions at Butte Falls. May replied that the staff currently splitting time between Butte Falls and Prospect would be in Prospect only; and that if new Butte Falls staff must commute, the commute from the Shady Cove area to Butte Falls is shorter than the commute from Prospect, which may help; and that substitute staff and management can generally fill in as needed until the positions are filled. Director Kiefer thanked May for reconsidering the hours in the Upper Rogue.

MOTION: Director Kiefer moved to approve the revisions; Director Brown seconded. The motion was approved unanimously.

TURA

Finance Manager Brite reported that the Talent Urban Renewal Agency has reduced the scope of their recent proposal, which will not include the Talent Branch Library within its boundaries and will have a smaller impact on the District's revenues. Director May recommended that the Board send a letter of support, and they directed her to do so.

NEW BUSINESS

February Board Meeting

MOTION: Due to scheduling conflicts, Director Brown moved that the next Board meeting be rescheduled from February 15 to February 22 at 4:00 p.m. Director Kiefer seconded, and the motion was approved unanimously.

Board Policy Handbook

The Policy Committee discussed adopting a new Board Policy Handbook, as drafted by Executive Assistant Val

Nowak based on the template provided by SDAO and incorporating existing District governance policies. Dziura recommended that the Board take time to review the handbook, which will be brought forward for adoption at a future Board meeting.

Director Brown asked for clarification on the respective statuses of the Relationship, Finance, and Data and Metrics committees. Library Director May clarified that the Finance and Data and Metrics committees happen to consist of the same members at this time but that they have different charters and may consist of different members in the future; the Relationship Committee is currently a special committee.

Director Dziura requested clarification on the purpose of the Board Policy Receipt Acknowledgment form. Library Director May clarified that this form will confirm that present or future Board members have received notice of any changes in policy.

JCLF Component Unit

Finance Manager Brite explained that because the Foundation exists solely to support the Library System, auditors felt it would be a disservice to the public not to include the Foundation in their audits; Library Director May added that the Foundation would remain legally independent of the Library System.

Budget Committee Membership

MOTION: Director Dziura moved that the two current budget committee members, Cathy de Wolf and Kevin Keating, be appointed to new terms. Director Kiefer seconded; the motion was approved unanimously.

Board Vacancy and Recruitment

Director Dziura described the Board's process for recruiting candidates for consideration for appointment to the current Board vacancy. Board members and Library Director May discussed how to go forward with the process and agreed that the Executive Committee would screen applicants and present finalists to the Board to approve at a special meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee: Director Kiefer described efforts to prepare the Ashland Branch Library for front door service during renovations. Director Brown asked for clarification of Medford Police Department's recommendations for changes to the landscaping outside the Medford Branch Library. Library Director May clarified that MPD specifically suggested pruning the rose bushes to reduce opportunities to hide within them.

ADJOURN

President Dziura adjourned the meeting at 5:35 p.m.

/s/ Joseph Carr Ritchie
Recording Secretary



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Crystal Zastera (Facilities Manager), Roslyn Donald (Business Librarian), Brittany Brite (Finance Manager), and Joseph Carr Ritchie (substituting as Executive Assistant).

Guests: Marissa Barrientos Shepherd

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:12 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: President Dziura announced two finalists for the vacancy on the Board of Directors: Marissa Shepherd and Marcella Sciotto. Dziura described the processes by which the Board recruited potential appointees to the vacant position on the Board and how they selected their two final candidates. Each Board member detailed what they wanted in the next board member before announcing their preference between the finalists; all agreed that they wanted someone whose knowledge, skills, and connections would complement those of the current Board members.

President Dziura suggested they fill the vacancy with an election-style vote rather than an up/down vote on each candidate; the other board members agreed to this. Directors Brown, Kiefer, and Young voted for Marissa Barrientos Shepherd; President Dziura voted for Marcella Sciotto. Marissa Barrientos Shepherd, attending remotely, was offered the vacant position and accepted. Shepherd will be sworn in at a date to be determined.

President Dziura stated that the selection process would be codified for determining how to fill future Board vacancies.

Library Director May indicated she would have the library website updated, replacing the Board vacancy announcement with a Board appointment announcement.

ADJOURN

President Dziura adjourned the meeting at 4:27 p.m.

/s/ Joseph Carr Ritchie
Recording Secretary



Date: 2/22/2022

Title: Appointment of Budget Officer

From: Kari May, Library Director

Summary:

As part of the annual budget process, the District appoints a Budget Officer and adopts a Budget Calendar.

Recommendation:

Library staff recommends that Finance Manager Brittany Brite be appointed Budget Officer for FY2024, and that the attached Budget Calendar be adopted.

Background and Additional Information:

Additional information regarding the Budget timeline for FY2024 may be found in the attached proposed calendar. Please note that, due to the *The Mail Tribune* ceasing publication, a print Paper of Record has yet to be determined.

Attachments:

JCLS Proposed Budget Calendar for FY2024

**Jackson County Library District
FY 2023-2024 Budget Calendar**

Dates

Appoint budget officer	February 22
Hold Board/Budget Committee work session.....	March 29
Publish notice of 1 st and 2 nd BC meetings on District Website	April 4-April 21*
Publish notice of 1 st and 2 nd BC meetings to the newspaper of record.....	April 3-April 28*
Budget Committee meets (receives budget message and proposed budget)	May 3
Budget Committee meets again (if needed)	May 10
Publish notice of budget hearing on District website	May 22-June 9*
Public notice of budget hearing to the newspaper of record.....	May 22-June 16*
Hold budget hearing at Board’s regular June meeting	June 21
Enact resolutions to adopt budget, make appropriations, etc.....	June 21
Submit tax certification documents	by July 28
Send copy of all budget documents to county clerk.....	by September 30

*Public notice of all budget committee meetings and the budget hearing shall be printed once *to the newspaper of record* 5 to 30 days prior to the meetings. Additional public notice will be posted at each of the Library branches, as well as on the District’s website at least 10 days prior to the meetings.

Note: All budget committee meetings will be held in the Medford Library with a virtual option available and will begin at 4:00 p.m.

Prepared on February 16, 2023



Director's Report

February 2023

Public Services



Bear Creek

Ashland Children's Services had a variety of great programs in January. The new year kicked off with a marshmallow and toothpick STEM program, where children 5 and up puzzled out ways to make a structure that would stand and hold together.

Excitement for the hours expansion project is building in Phoenix. A patron recently told Branch Manager Jody Fleming how much of a service it was to the community for the library to be open until 7 p.m. After Fleming told her about the new hours coming in April, the patron

gave her an excited thumbs up.

In Talent, the Scrabble Club had been a successful weekly program for several years. The group resumed meeting several months ago but had difficulty attracting new members. In January the usual attendance more than doubled as five new players began regularly showing up for games.

Central Area

In January, the regular Queer Coffeehouse program had a Rogue Reads twist, with Adult Services Librarians Spencer Ellis and Kayla Samnath creating a LGBTQ+ music-themed game of Jeopardy. Some of the categories were: 80's Music, Boy Bands, Musicals, and Music and Literature. For Double Jeopardy, the categories focused on finishing the lyric and naming the artist or song title. For final Jeopardy, the question was "Despite this Russian composer often being critical of their own work, their skill crafting ballet scores earned them an honorary degree from Cambridge University." For next month's program, those in attendance decided to do something more tabletop-gaming oriented like a roleplaying card game, or premade short RPG games.



Central Point Spark Space Specialist Kayla Adamiec hosted a program honoring the Lunar New Year. Participants celebrated the Year of the Rabbit with snacks, crafts, traditional music, and books related to this festive holiday. Participants also took home a red envelope filled with lucky gold coins made of chocolate.

Lower Rogue

Staff at Gold Hill kicked off the 2023 program year with a genealogy presentation by Certified Genealogist Barbara Northrup, who showed patrons how to navigate Ancestry.com to find their family members in the recently-released 1950 Census. She also provided tips and strategies for locating families who are missing from



the indexed records. Later, local author Paul Fattig gave a talk on smoke jumping based on his book *The Mouse that Soared: Tales of the Siskiyou Smokejumpers*. The room was filled for the author's talk - including one guest who was a part of the former Siskiyou Smokejumper crew.

In conjunction with the celebration of Lunar New Year, the Oregon Chinese Diaspora Project exhibited posters in Jacksonville's display area, illustrating its research and archeological excavation in Jacksonville and around the state. The Jacksonville Quarter was the earliest Chinese community in the Pacific Northwest, and this work helps to educate and illuminate early Chinese immigrants' important role in the state's early history.

January was a colorful month in the Ruch library, with the display of art created by the 5th graders at Ruch Outdoor Community School.

Upper Rogue

The Butte Falls Branch continues to enjoy regular bi-weekly visits from Butte Falls middle school and high school classes and recently added visits from the 7th grade class. The class visits are a bright burst of activity that bring in a wide variety of interests from books about dogs, to popular series like *Wings of Fire*, *Goosebumps*, and Octavia Butler's *Patternist* books. Staff listen to students' requests and locate books systemwide that match their interests so that they are available during the next classroom visit. In addition, library Associate Breanne Wolgamot continued to provide popular weekly story times to preschoolers at the Landing and students at Butte Falls Elementary.

Thanks to hard work by community members, and a generous donation from Kelly's Appliance & Furniture, Eagle Point is home to a brand new Freedge. A "Freedge" is a sharing mechanism aiming to reduce food insecurity and food waste, building a stronger community through the installation of community refrigerators that are used to share food and ideas at the neighborhood level. Eagle Point's Freedge is located right next to the meeting room, in the foyer of the building, and staff are looking forward to it getting a lot of use.

Despite the groundhog's prediction for continued winter weather, in Shady Cove, it is always a good time to start thinking about your next garden. During January, the Shady Cove volunteers got together to restock the branch's seed library, which now has a wide variety of flowers, herbs, and vegetables available for interested gardeners.

Outreach and Programming

Children's Services

In January, Rogue River brought Babies and Wobblers back to the library on Tuesday mornings. The tiny tots sang songs, and the moms and kids spent time socializing and checking out books afterward.



Medford and Ashland's Children's departments have been seeing an excellent turnout to all of their programs, seeing a mix of regulars and new faces each week. Regular storytimes continue, and the Toddlerobics: Music, Movement, and Me Storytime for the younger patrons has returned. For older kids, the S.O. Fun Afterschool Program continues to draw a crowd. This STEAM-centered program featured some music-themed programs this month to tie into Rogue Reads. Activities included making paper oboes and a Watercolor Painting to Music activity. Ashland also featured a pointillism class led by Circulation Manager Alyssa Drake.

On Saturday, January 21st, Jackson County Library Services partnered with the Rogue Valley Symphony and the Craterian Theater at The Collier Center for the Performing Arts to perform Franz Schubert's *Unfinished Symphony*, the featured song in Mo Willems's *Because*. Together, the Rogue Valley Symphony and Ashland Children's Librarian Lyn Heerema brought the story to life in front of over 300 children and their families. Children got to hear the story and the music that inspired the main character to become a musician herself, and they also learned how to conduct an orchestra.

Finally, The Dolly Parton Imagination Library has made its way to Jackson County! Registered children ages 0-5 will receive a gift book in the mail each month. This program has been made possible through generous donations and assistance from the United Rotary Clubs of Southern Oregon. In this first month, more than 1,400 children have been registered. Most of the branches hosted a special Imagination Library-themed storytime in January to promote the program. The Prospect branch, for example, hosted the Dolly Parton Imagination Library Storytime, which was attended by several enthusiastic young patrons. During a gratitude activity, both story reader and story listener decided one of the things they were most grateful for was the library. Staff also converted the associated gratitude quilt craft into a Take & Make to expand exposure for the Imagination Library.

Teen Services

In Eagle Point, local author Stephanie Cotta talked to a group of interested patrons about the creative process and insider details that went into her Young Adult fantasy book *The Conjurer's Curse*.

Rogue Reads is still in full swing in the Ashland Teen Department. Local author and musician Tish McFadden continued her ukulele lesson series, with many teens returning from the first session to continue their studies. Teen Specialist Derek Pyle led teen patrons in a music-themed video game tournament using Guitar Hero. The teen participants enjoyed playing the game, and seeing who the best rocker was.

In Medford, teens were invited to choose from their favorite book-to-movie adaptations this month. The winner, by a landslide, was *The Hate U Give*. The Teens watched the film and then discussed the representations of racism and violence in the film. For Rogue Reads, Medford held a Music Jeopardy program. Contestants battled with their brains to identify Weird Al covers, finish lyrics, and even name brand jingles. With so much variety, the battle for first place was fierce!

Adult Services

Rogue Reads programs for adults included *What it Was: Growing Up When the Music Mattered* with Jim Pagliosotti at the Applegate Library, and *Live Looping* with Larry Smith in Medford. Smith teaches a class at Rogue Community College, and many of the patrons who attended were also his students, who received extra credit for their participation.

Central Point Library hosted *Coffee & Crosswords (55+)*, which has started to attract some regulars. Four patrons have a great time playing dominoes at each session, and many of them shared with staff how fun it is and how they are looking forward to the next meeting.

In Ashland, the second in the Big Ideas speaker series, a discussion of “Adult Homelessness: New Approaches and Solutions,” with State Representative Pam Marsh and Options for Helping Residents of Ashland (OHRA) Board Member Diane de Ryss, proved again successful, with 65 patrons in attendance.

For the second year in a row, Ashland Adult Services collaborated with SOU’s Master of Environmental Education program to design a Take & Learn kit for adults. This year’s kit focused on snow, and what to look for and appreciate in nature during the winter months. This year, the project had a regional impact, as kits were given out at the Ashland, Talent, and Phoenix branches.

Outreach

At Home Services (AHS)

At Home Services team added five new patrons to the service this month, and Library Specialists Kateri Warnick and Mackenzie Pollock attended an event at the Rogue River Estates, a senior living facility in Medford. They talked about and promoted AHS, Rogue Reads, and what the library has to offer. Many of the residents attended the event, and thirty books were given away. Out of those, seven of those were copies of *Music is History*, the adult Rogue Reads book for this year. Many took Rogue Reads bingo sheets with them as well.

Business Librarian

After a quiet December, January got down to business in a hurry, with Business Librarian Roslyn Donald attending eight business events reaching over 100 attendees. Notable meetings included a session with Jason Schneider, a consultant for Innovation Hub planning, and a presentation on business services for the Jacksonville/Applegate Rotary club. Donald also met with Annie Jenkins of the Downtown Medford Association to discuss partnering with the library on a promotional event for National Small Business Week, which runs from April 30-May 6. The promotion, titled “Downtown Quest,” will encourage shoppers to patronize several downtown businesses to win a small prize. Participants who complete the game can also win raffle prizes donated by participating businesses. This is a pilot project; if it goes well, Donald plans to use the same model in other branches for Small Business Saturday in November.

DART Van

DART hit the ground running in 2023, with new regular stops at the Kelly Shelter and White City Food Bank. For these extra cold months, DART has moved indoors for its regular Housing Authority stops to attract more patrons who need its services, and to keep the mobile services specialists and their patrons warm. Business Librarian Roslyn Donald accompanied DART for its first monthly visit to the Landing in Butte Falls, where they were joined by community partners EQUUS, ACCESS, and ODHS to serve the residents of Butte Falls and nearby areas.

The monthly Wildfire Recovery Fair, hosted by the Jackson County Community Long-Term Recovery Group, was canceled in January but will resume next month, with DART and other community partners pitching in. The DART team also began planning future collaboration with the Rogue Action Center and its Disaster Relief Team along with Rogue Climate, and it will participate in this year’s Break the Chain/V-Day Celebration on February 14.

Digital Services

With the additional hours in Medford and Ashland, the Digital Services team has adjusted its schedule. Staff have expanded their weekly visits to busier branches such as Ashland, Talent and Eagle Point. They have also scheduled dedicated time for appointments in Medford in addition to overseeing the Computer Lab.

In addition to regular classes at Ashland Senior Center, a workshop covering internet privacy and safety was held in Prospect. Patron appointments and assistance interactions continue to increase, with nearly 200 sessions in January.

Education Services

Community Librarian Evelyn Lorence and Adult Services Librarian Kayla Samanth brought Rogue Reads opportunities to students from the Barriers to Bridges program (previously referred to as the residential classroom) at the Juvenile Detention Center. The class joined in a special Zoom presentation from author Hena Kahn and created CD collage art inspired by *Amina's Voice*.

Lorence and team members from Medford Branch attended a Housing Authority resident event this month to reach teens and tweens served at the site. During the 90-minute event, they gave away ten books and gave out temporary tattoos to interested patrons.

Lorence and Bilingual Library Specialist Megan Pinder tabled at SOU's Latino Family Day Resource Fair. This event was for prospective SOU students and their families to share resources available in Southern Oregon. Together, Lorence and Pinder spoke with 321 individuals during the event. As a result, sixteen new library cards were issued, 11 expired accounts were reinstated, 60 books were given away, 16 teens took Homework Help packets (which included a breakdown of the most relevant library databases), and an adult job seeker was connected with Business Librarian Roslyn Donald.

Lorence and Medford Teen Librarian Andrea Leone led this month's pop-up event at South Medford High School. Leone led music trivia during the students' lunch period while Lorence shared information about library services and promoted the Rogue Reads program. More than 50 teens stopped by to listen and connect during the 40-minute event. As a result, four new library cards were issued, two expired cards were reinstated, and four students took applications home for parents to sign.

The January Open Book e-[newsletter](#) for educators featured a Q&A with South Medford High School's College and Career Advisor Stacy Carle, three different booklists, a classroom resource detailing Venn diagrams, and an overview of professional development opportunities.

The 1st-grade class from Medford Montessori visited the Medford Children's department. They received a short storytime, a tour, and had some time to browse for books. Later, Bilingual Specialist Megan Pinder assisted with a Spanish Language preschool class visit. These patrons also received a tour and a storytime.

Teen Librarian Jackie Keating met with the librarians at Ashland High School and Ashland Middle School this month. Both librarians were excited about Keating's proposition for the Teen department to be in their spaces at least once a week during the HVAC project to do some pop-up programming, and to make and renew library cards, teach about JCLS' various databases, and further connect the teens with resources. These regular outreach visits will begin in March.

On January 17th, JCLS hosted 3 author talks with Hena Khan, the author of the middle grade Rogue Reads title, *Amina's Voice*. Two of these talks were exclusive to school students, and one was made available to the public. The talk consisted of a presentation about the author's life and creative process, with some writing advice and a Q&A session. One patron in attendance had the following to say: "I am a 9 (almost 10) year old girl. I am also a Pakistani-Muslim, and I feel like I really relate to Hena Khan. I LOVED *Amina's Voice* and *Amina's Song*. They are mirror books for me."



Outreach to Child Care

Outreach to Child Care (OCC) saw increases in circulation and Storytimes in January. They served 1,538 children at 56 sites in January, up from 48 sites in December. The program circulated 2,884 items (1,897 English-language items and 987 Spanish-language items). Library Specialists Kateri Warnick and Emily Hawks, plus four volunteers, presented 36 English-language Storytimes. In addition, Bilingual Library Specialist Megan Pinder and one volunteer presented 20 Spanish-only or Bilingual Storytimes. Continuing the informational push, Library Specialist Emily Hawks attended two Head Start Family Days and distributed information to families and teachers regarding Dolly Parton's Imagination Library.

Finance

The fiscal year 2022 audit has begun, and auditors were on site the week of January 23rd to review documents, test internal controls, talk with staff and be available for any additional needs. The audit has been a smooth process so far and is currently on track to meet the April 2023 deadline.

Discussions regarding the FY24 budget are underway and a budget calendar has been drafted for the year. The Finance department plans to continue discussions with department heads internally in order to prepare for the needs of the District in the coming year.

In January, the White City Friends of the Library informed the Finance department that their chapter will be dissolving. They will donate their remaining funds to the Jackson County Library Foundation in a restricted fund for the White City Library.

Human Resources

HR continues to post the open positions needed for the expansion of library hours in April. Several new staff were onboarded in January, and the District is on pace to be fully staffed by the early-April target.

January brought the delivery of cards and hot cocoa to staff to thank them for their service. HR and Admin staff visited all 15 branches.

Colonial Life offered voluntary ancillary benefits to regular staff. These benefits are meant to supplement the current JCLS benefit package. Plans such as life, short term disability, critical care with cancer and accident are available. Representatives from Colonial Life held three informational meetings where they explained benefit options and answered questions. One-on-one meetings were also held. Overall, ten staff members signed up, and there will be another opportunity in June to enroll at open enrollment.

Staff Development Coordinator Loren Clupny relaunched the Equity, Diversity and Inclusion Staff Roundtable. This voluntary hour-long training opportunity is offered to staff to increase their knowledge around specific topics. January's topic was Neurodiversity. More than twenty staff members attended, and the Roundtable Trainings will continue monthly.

Marketing

With the announcement of the Dolly Parton Imagination Library, much of January's promotion went into running digital ads for the program, which also received some noteworthy press attention and continues to do so. Advertising also focused on the Rogue Reads author talk with Hena Khan.

Press Releases:

Dolly Parton's Imagination
Library: <http://bit.ly/3K7zvWY>

February Windows in Time: <http://bit.ly/3K7CDIZ>
Big Ideas Discussion Series: <http://bit.ly/3YuspA9>



Notable Videos:

Rogue Reads Storytime: <https://bit.ly/3vTrlnu>

Support Services

Collection Development

The Collection Development Team has continued to hone selection and ordering processes and increased the number of JCLS orders in January. Beginning in February and through May, staff will visit a different library branch each week to better understand how each branch collection is used and what materials are most popular.

Speaking of popular, JCLS received 804 suggestions for purchase in January! The Suggest a Purchase process was updated, with all suggestions now coming directly through the ILS rather than through a separate form. This change both streamlines the process and allows staff to keep better track of the number and status of requests.

JCLS's board game and puzzle collection are now located in the public catalog instead of the Library of Things. This change was made to bring more visibility to this popular collection. Over the next few months guidelines will be created for this collection, and new puzzles and games will be purchased.

The Library of Things Task Force met for the first time in January. At the meeting the groundwork was laid for the group's tasks for the future. One of their first priorities is to create and distribute a survey to staff and patrons about what they want to see in the LOT collection. From there, they will create a LOT collection development plan.

Youth Selection Librarian Monica Owens started work early the morning of January 30th in order to watch the announcements for the American Library Association's (ALA) 2023 Youth Media Awards. She was then able to purchase any books not already in the Library's collection and to create a list of these award winners in the catalog. ALA's Youth Media Awards are the Oscars of the library world and include awards such as the John Newbery Medal (children's author), Pura Belpré Awards (Latina/o/x author and illustrator), and Randolph Caldecott Medal (children's illustrator).

Technical Services

In an effort to reduce patron wait times for holds, last September JCLS (re)launched the McNaughton leased-book program. The specific intent was to use leased copies to lower holds-to-copy ratios for high-demand titles to better meet patron demand without the long-term retention of multiple copies. After acclimating to new workflows over the past few months, Technical Services Manager Ashley Johnson shared that reports analyzing initial leasing purchases reveal that each leased copy was borrowed an average of 4 times before the holds queue diminished and the leased books could be returned to the vendor. Circulation of leased items will continue to be monitored closely, but preliminary numbers show that each leased copy has the potential of shortening a patron's wait time by as much as 12 weeks.

In other news (pun intended), the Technical Services team along with Collection Development Manager Laurin Arnold, are investigating the two emergent local newspaper options since Medford's Mail Tribune ceased operation on January 13, 2023. The Grants Pass Daily Courier is expanding its coverage to include Jackson County; and Bend, Oregon's EO Media just launched the new Rogue Valley Tribune, online as of February 6th, and intending to print three times per week beginning in mid-February. Stay tuned for further developments of this story, as JCLS works to resume offering local news coverage direct to patrons through the branches.

Information Technology (IT)

IT has started the deployment of staff PCs and anticipates replacing all staff computers by the end of March. Older computers will be kept intact and available until the deployment is complete, and many will later be repurposed to replace current branch catalog, self-check, and standalone public printing computers.

Additionally, IT has begun the wireless access points (WAP) refresh project in conjunction with Hunter Communications. This will upgrade all indoor WAPs and add an outdoor WAP in each branch's parking lot to extend WiFi outside of our buildings.

After the three uninterruptible power supplies (UPS) were replaced in Medford in December, members of the IT team began an assessment of UPSs at all JCLS branches. Through this project they discovered that the branch UPSs were roughly nine years old and determined that they needed to be replaced this fiscal year. IT has since ordered fourteen UPSs, with plans to replace them all this spring. A UPS replacement and maintenance schedule has been incorporated into the Technology Plan.

Michael Stanfield, Website Specialist, has completed an online course on WordPress, the content management system (CMS) used to update the Library's website. Stanfield has also been working with Marketing Manager Ryan Bradley to learn about the website by finding and fixing broken links, creating image and meta titles for accessibility readers, and a variety of other improvements. Stanfield is also beginning to meet with various staff to collaborate on ways to improve department web pages.

Facilities

Jackson County Facility Maintenance hosted JCLS staff and Facilities Committee members on January 26th to review current projects, discuss budget projections for the coming year, and to discuss relationship successes and challenges. Jackson County Facility Maintenance has been impacted with staff vacancies over the past many months but were optimistic about the future due to their new hires who are currently being trained.

A new Facilities Assistant, Kyle Depew, will support JCLS Operations Coordinator Crystal Zastera. Depew will no doubt be kept busy as he assists in responding to internal tickets in the JCLS ticketing system. He will soon be able to complete minor facilities requests, which will increase efficiencies in JCLS.

Planning for library service needs during the upcoming Ashland HVAC replacement project is in full swing. Kristin Anderson, Ashland Branch and Bear Creek Area Manager, is working with Joan Vigil, Assistant Director of Public Services, and her Ashland team to plan for staffing and services during the three phases of the project. Zastera and members of the IT team visited Ashland to meet with branch staff to solidify equipment and facility needs for public services during the project. The upper-level security gate was also replaced at the Ashland branch.

Outlier Construction reached out to Zastera and requested to postpone the start date of the Ashland HVAC project from March 6 to March 13, in order to provide a bit more of a buffer for the arrival time of key equipment. Zastera received additional input about this request from Adam Trautman, Jackson County Facility Maintenance Project Manager, and everyone agreed that for the good of the project, this minor delay at the start is worth it if it helps keep the project on track through the spring.

Book Lockers

Comprising key staff from both Public Services and Support Services, a project team to evaluate, select, and procure two book locker systems has made progress. The team has so far engaged in four live, online demos from library vendors who specialize in book lockers and are now preparing to publicly post the Request for Quotes (RFQ) and receive bids to move forward with the project. The two branch sites selected for book lockers are Shady Cove Library and Jacksonville Library. The book lockers would be installed outside the libraries and allow patrons to pick up their materials placed on hold, even when the library is closed.



February 22, 2023

Title: Policy Updates

From: Kari May, Library Director and the JCLD Policy Committee

Recommendation:

The Policy Committee recommends that the board approve the Board Duties and Responsibilities Policy Handbook.

Policies, Plans, and Goals Supported:

Maintaining updated policies provides clear guidance for governance by the District Board.

Background and Additional Information:

Under guidance from SDAO, this policy handbook combines the [eleven Board Governance Policies](#) previously approved and adopted by the District. Language was copied over verbatim and any proposed revisions have been reviewed by the Policy Committee and JCLD Legal services. Consolidating policies into one document increases clarity of duties and expectations of Board Members and will provide a convenient reference for current and prospective JCLD Board Members.

The Board was presented the new policy handbook at the January meeting and given additional time to review before adoption. Two changes have been made since last month: at the suggestion of Director Brown in the January 2023 meeting, the JCLD/JCLF Relationship Committee has been added to section 4.2, Standing Committees. In section 9.2, the Library Director's Contract and Job Description has been added to the list of information provided for New Board Member Orientation.

Attachments:

- Board Duties and Responsibilities Policy Handbook

BOARD DUTIES AND RESPONSIBILITIES POLICY HANDBOOK

JACKSON COUNTY LIBRARY DISTRICT



TABLE OF CONTENTS

SECTION 1: Overview	Page 3
SECTION 2: The Board	Page 3
2.1 Board Members	
2.2 Elections and Eligibility	
2.3 Oath of Office	
2.4 Board Officers	
2.5 Vacancies	
2.6 Board Member Authority	
SECTION 3: Board Meetings	Page 6
3.1 Required Meetings	
3.2 Notice	
3.3 Agenda	
3.4 Executive Sessions	
3.5 Special and Emergency Meetings	
3.6 Minutes	
3.7 Procedural Rules	
3.8 Order and Decorum	
3.9 Public Participation/Comment	
3.10 Virtual Attendance	
SECTION 4: COMMITTEES	Page 11
4.1 General	
4.2 Standing Committees	
4.3 Special Committees	
SECTION 5: BUDGET	Page 13
5.1 Governing Statutes	
5.2 Budget Process	
5.3 Budget Committee	
SECTION 6: RESPONSIBILITIES	Page 14
6.1 Delegation	
6.2 Management	
6.3 Board Member Reimbursement	
SECTION 7: ETHICS	Page 16
7.1 Governing Statutes	
7.2 Conflicts of Interest	
7.3 Prohibited Actions	
SECTION 8: COMMUNICATIONS	Page 19
8.1 Communications with the Media	
8.2 Communications with District Staff	
8.3 Confidentiality	
SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING	Page 20
9.1 General	
9.2 Minimum Requirements	
9.3 Board Member Orientation	
ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE	Page 22

SECTION 1: OVERVIEW

Pursuant to a local election held on the 20th day of May 2014, the voters authorized the creation of the Library District to serve Jackson County. The organization is called the “Jackson County Library District,” hereafter referred to as “District”. Following its formation, the District assumed and performs functions as provided in Chapters 357 and 198 of Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts.

The purpose of the Board, on behalf of the people of Jackson County, is to see to it that Jackson County Library District: (1) Achieves appropriate results for appropriate persons at an appropriate cost; and (2) Avoids unacceptable actions and situations. As provided for in ORS 357.256, the District Board shall be the governing body of the District and shall exercise all powers thereof.

The District’s Board Governance Policies will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine. Policies will comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or such portion thereof will be deemed void without further Board action.

The policies compiled in this guidebook represent the Board member duties and responsibilities of Jackson County Library District. Board member’s signature on the Acknowledgment and Agreement to Comply page of this manual (pg.22) constitutes Board member’s agreement to comply with the Board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The Board of Jackson County Library District shall be comprised of five Board members, who are duly elected public officials serving a term of four years. Each Board member is charged with serving the best interests of the District, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Jackson County Library District, ORS Chapter 357.

Within ORS Chapter 357, “Library Districts” are covered in ORS 357.216 to 357.286. Board members should be aware that other Oregon statutes also apply to the District. Each Board member shall serve an equal role on the Board, and the Board shall operate as a whole. Board members have no individual authority except that expressly delegated by the Board.

2.2 Elections and Eligibility

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District’s organic act (ORS Chapter 357). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

- a. Any elector residing within the District is qualified to serve as a District Board member (ORS 357.226).
- b. The boundaries of the District include all territory within Jackson County, Oregon.

- c. Current District employees may not serve as Board members (ORS 198.115).

The election of Board Members shall be conducted as provided by the District’s enabling statute (ORS Chapter 357) and ORS Chapter 255.

- a. Board members are elected at large by position number by the electors of the District (ORS 357.241). Board member positions are numbered 1 through 5. The candidate receiving the highest number of votes in each position shall be elected.
Position numbers are transferred to the successors of each Board member.
- b. Regular District elections are held in each odd-numbered year on the third Tuesday in May (ORS 255.335).
- c. Terms shall be staggered so that not all Board members start four-year terms at the same time.

2.3 Oath of Office

Each District Board member elected shall take an oath of office and shall hold office from July 1 following their election (ORS 357.236).

Board members appointed to fill a vacancy shall take an oath of office at a Board meeting prior to assuming the duties of the position.

The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

“I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of BOARD MEMBER of the JACKSON COUNTY LIBRARY DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the JACKSON COUNTY LIBRARY DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.”

2.4 Board Officers

The Board shall elect annually, from among its members, officers as prescribed by the Principal Act of Jackson County Library District. Officers have the general powers and duties outlined below:

President – The President of the Board shall preside at Board meetings and shall prepare or confer with the Vice President, Secretary, and Executive Assistant on preparation of the meeting agenda. The President is charged with conducting meetings, preserving order and ensuring that Board practices conform to Board policies and Oregon Revised Statutes. They may call special meetings according to Oregon Public Meetings Law and shall sign official District documents on behalf of the Board (when authorized to do so by a majority of the Board). They should also, when authorized to do so by a majority of the Board, be the source of contact for the District’s general counsel attorney on behalf of the District. The President has the same right as other members of the Board to move, second, debate and vote.

Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

Vice-President – In the President’s absence, the Vice-President shall act as President pro tempore, and shall have the powers and duties of the President of the Board as prescribed by District polices.

The President will appoint a Board member to preside at meetings where the President and Vice President are not present. If the President has failed to appoint a Board member to preside, and if

the Vice President is not present then the remaining members of the Board will elect a Board member to preside at the meeting.

Secretary – In accordance with Oregon Revised Statutes, the Library Director shall serve as the Secretary of the District. (ORS 357.226). The Secretary shall be responsible for ensuring that accurate minutes of Board proceedings are taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order and on file in the District’s records permanently. The Library Director may delegate any of the Secretary’s duties to staff.

Officer nominations and elections

- a. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- b. The candidate receiving a majority of votes cast shall be elected.
- c. The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.
- d. Neither the President nor the Vice President shall serve more than two consecutive years in those offices, unless additional terms are approved by a majority of the Board.
- e. Any officer elected by the Board may be removed from office by a majority vote of the Board when, in their judgment, the best interest of the District would be served thereby.

2.5 Vacancies

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

If a Board member should resign from the Board before their term is up, the vacancy shall be filled by appointment decided by majority vote of the Board. If the Board cannot agree on an appointment, or there is not a quorum available to do so, the Board of County Commissioners for Jackson County will appoint a replacement. The appointed replacement shall serve until the next regular election of Board members.

The Board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.6 Board Member Authority

- a. **Representative of the District:** If a Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state whether the statement reflects personal opinion, is the official position of the District, or both. Additionally, if the Board member is representing the District, they must support and advocate for the official District position on the issue.
- b. **Governing District:** The Board shall not, to the extent possible, involve itself in the day-to-day operations of the District. Without prior approval of the Board, no member may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the Library Director. If the Board sees a need for an exception and asks a Board member to become involved in District operations, the Board will clearly state in writing the Board member’s operational duties/functions, and the Board President and Library Director shall agree to said arrangement prior to the Board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 7 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

Board members' attendance at meetings is expected. At minimum a quorum of the Board shall discuss, deliberate and take action as appropriate on all agenda items. A majority of the Board (3 members) shall constitute a quorum.

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. It is the intent of the public meetings law that decisions of governing bodies be arrived at openly.

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in locations which are accessible to the handicapped.

All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law. The day and time of regular Board meetings shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

All public meetings of the District Board shall also allow for remote attendance by anyone who wishes to attend in such a manner. Board Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

3.2 Notice

Public notice for all meetings of the District, including executive sessions, shall be provided in the following manner:

- a. Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive.
- b. The agenda shall also be posted on the District's page on the library website.
- c. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

3.3 Agenda

The Board President, Vice President, Library Director, and Executive Assistant will prepare an agenda for each regular Board meeting, special meeting, or executive session. The agenda shall specify all matters scheduled to come before the Board at the meeting, under the following headings:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS

3. PROCLAMATIONS
4. AGENDA AMENDMENTS AND APPROVAL
5. CONSENT AGENDA
6. ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (see section 3.9)
7. PRESENTATION AND REPORTS
8. PUBLIC HEARING (if any)
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. COMMITTEE AND BOARD MEMBER REPORTS
12. ADJOURNMENT

Board members may request items to be placed on an agenda through the Board President, Library Director, or Executive Assistant. Agenda suggestions by Board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to Board members and to the public at least three days prior to each regular Board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a Board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to Board approval. If approved by the Board, item will be added to agenda to be considered as the last item under New Business.

The Board may place certain items on a Consent Agenda and approve them as one action. Any Board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Executive Sessions

The Board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular Board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency Board meeting provided proper notice has been given. The Board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the Board may, at its discretion, invite persons not part of the Board to attend executive sessions. Media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer will instruct members of the media present in executive session not to report or disclose matters discussed at the session.

Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Executive sessions may not be held for the purpose of taking any action or making any final decision.

3.5 Special and Emergency Meetings

- a. Special Meetings: If a need arises to address, deliberate, or take action on a given topic and cannot wait until the next regular Board meeting, the Board may convene a special meeting to address the issue. Special meetings may be held at the request of the President or any three

members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President.

- b. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.
- c. Emergency Meetings: At the request of persons entitled to call special meetings, the Board may convene an emergency meeting with less than 24 hours' notice. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed.

Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional District business.

- d. Study Sessions: Study sessions of the Board may be called by the President or any members of the Board. Subjects discussed at a study session shall be limited to the agenda items, and no final decisions shall be made during a study session. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

3.6 Minutes

Written minutes shall be taken at all Board meetings and meetings of Board-appointed committees of three or more Board members. Meeting minutes are not expected to be a verbatim transcript of the proceedings, and shall comply with ORS 192.650 by, at minimum, containing the following:

- a. Name of Board members and staff present;
- b. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- c. The result of any votes, including the names of each Board member and how they voted;
- d. The substance of the discussion on any matter; and
- e. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, Board members may submit any corrections or additions to the Executive Assistant so that a corrected copy may be issued to the Board and public prior to the next meeting for Board approval. The Board must authorize any changes to the meeting minutes.

The Board Secretary is responsible for ensuring that accurate minutes are taken, distributed to Board members, and made available to the public within a reasonable time after Board approval. The Secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the District permanently.

Tape or video recordings of meetings are not required, but may be utilized at the Board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept and retained separately. Such minutes are generally not considered public records.

3.7 Procedural Rules

To ensure focused and efficient meetings, the Board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the

Board shall use the latest edition of Robert's Rules of Order to decide such issue. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

a. Motions - General

1. All Board members have the right to make motions, discuss questions, and vote on any issue before the Board.
2. Board member motions will be clearly and concisely stated. The President will state the name of the Board members making the motion and the second.
3. The President will repeat the motion prior to a Board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
7. The President may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The Executive Assistant will maintain a record of the votes.
8. The President will announce the results of any vote. Board members may explain their votes but must do so succinctly.
9. Ties: A motion receiving a tie vote fails.
10. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the Board.
11. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
12. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
13. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
14. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each Board member who wishes it should have one opportunity to speak before the motion is called. Once called, the President will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
15. Reconsideration: When a motion has been decided, a Board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.

16. **Adjournment and Recess:** Any meeting of the Board may be continued or adjourned with a motion and majority vote of the Board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a Board member, a short recess may be taken during a Board meeting.
17. **Control of Meeting:** The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:

- a. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- b. Any Board member desiring to be heard will request to the President to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
- c. When speaking on behalf of the Board or District, Board members will represent the Board's official position, not their own personal opinion.
- d. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
- e. Board discussions are to focus on District issues; Board members should avoid becoming involved with non-District issues not relevant to the current discussion.
- f. Board members should keep discussions moving and adhere to established time limits on discussions.
- g. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, every regular meeting will include an opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:

- a. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.
- b. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
- c. Speaker's comments will be limited to three (3) minutes. This time limit may be extended or reduced for each speaker or each subject at the discretion of the presiding officer.

- d. Speakers should not repeat their own or other's prior statements.
- e. Each comment should provide new information not previously considered by the Board to that individual's knowledge.
- f. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- g. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- h. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

3.10 Virtual Attendance

The Board will delegate a Board member or staff attendee responsible to set up the device(s) at the meeting, start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the Board meeting. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (17). Virtual attendees will have the same opportunity for public comment as in-person attendees, and are subject to the same guidelines and procedures for doing so.

SECTION 4: COMMITTEES

4.1 General

The Board may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues. Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary. The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Committees and their members have no authority to represent the District's official position on any matter except by express and explicit approval of the Board for such.

The purpose and responsibilities of each committee shall be included in writing as part of the committee's charter. All committees shall submit their charters and annual work plans to the Board annually for review and approval.

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. The committee chair will be expected to lead the committee

just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee.

Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting. All meetings of Board committees are subject to the Oregon Public Meetings Law.

Although committees can have countless names, they all fall into one of two categories: standing or special.

4.2 Standing Committees

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff, and patrons.
2. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
3. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
4. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
5. Data and Metrics Committee: The Data and Metrics Committee ensures that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan. The Committee ensures that data collected and presented to the Board and the State is accurate and submitted on time.
6. JCLD/JCLF Relationship Committee: The Relationship Committee will ensure that the District and Foundation work together to further the mission of Jackson County Library District (District). The Committee will oversee the relationship between the two entities, including providing direction to the Library Director and Jackson County Library Foundation (Foundation) Executive Director to set priorities and goals for the Executive Director.
7. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President, Secretary, and Executive Assistant in developing each Board meeting agenda.

4.3 Special Committees

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. Strategic Planning: The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. Any other committee as needed.

SECTION 5: BUDGET

5.1 Governing Statutes

The Board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the District's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue.

5.2 Budget Process

The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

1. The Board appoints a budget officer (ORS 294.331)
2. The Board appoints a budget committee consisting of all Board members plus an equal number of electors of the District (ORS 294.414).
3. Vacancies on the budget committee are filled by appointment of a majority of the Board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the District's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The Board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The Board adopts the budget, makes appropriations, imposes and categorizes taxes. The Board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The Board certifies taxes to the county assessor.

Upon submission of the budget to the Board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget

cycle unless the Board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon’s Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

5.3 Budget Committee

As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District’s fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- a. The Budget Committee shall consist of five members of the Board and five appointed electors within the District.
 1. Committee members shall be residents of the District.
 2. Neither District employees nor persons having a contractual relationship with the District may serve on District committees as public members.
 3. A member of the public may not simultaneously serve on more than two District committees or one District advisory committee, nor may a member of the public simultaneously serve as chair on two District committees, except relative to service on the budget committee.
 4. Candidates for committees will complete a Board-approved application and statement of interest.
 5. The District will give public notice of committee vacancies.
 6. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee’s area of responsibility.
- b. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
- c. Appointed members may not receive any compensation for their service on the committee.
- d. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.

SECTION 6: RESPONSIBILITIES

Governing Boards have both legal and fiduciary responsibilities and this is true for the Jackson County Library District’s Board of Directors. The Board’s primary fiduciary duties are the duty of care and the duty of loyalty. The duty of care requires that individual Board members inform themselves, prior to making a decision, of all material information reasonably available to them. The duty of loyalty requires that individual Board members always act in the best interest of the District and never in their own best interest.

It is the responsibility and right of Board members to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies because policies are the tools that the Board uses to fulfill its legal and fiduciary responsibilities. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

The primary responsibility of the Board is to make policy-level decisions for the District, and to hire, evaluate and manage the District’s chief executive officer, the Library Director. Adopting policies that provide for effective oversight of management is a primary responsibility of the Board. Management of

the daily operations of the District and management of the staff is the responsibility of the Library Director.

6.1 Delegation

No individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District unless expressly authorized by the Board. No individual Board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the Board.

If any Board member should be delegated by the Board to exercise any administrative authority for the District, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the Board and the Library Director. Any Board communications relative to District business must be directed to the Board President, who will then communicate the question, request, or concern to the Library Director.

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual Board member may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District. If a Board member acts without authority from the Board, the individual can be exposed to personal and District liability.

6.2 Management

The Board shall be responsible for the following supervisory duties:

- A. Library Director:
 - 1. Hire the Library Director.
 - 2. Define the duties and responsibilities of the Library Director.
 - 3. Approve the plan, form and amount of Library Director's compensation, to include salary, benefits, bonuses, vacation, travel, etc.
 - 4. Evaluate the Library Director annually.
 - 5. Provide advice and consultation to management on matters within the purview of the Board's responsibilities.
 - 6. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the Library Director, up to and including termination.
- B. Financial:
 - 1. Approve contracts for professional services required by and for the Board, and any other contracts binding the District.
 - 2. Approve the form and amount of reimbursement for Board members.
 - 3. Approve specific important projects.
 - 4. Review and approve the annual budget.
 - 5. Review and approve any employee benefit plans.
 - 6. Monitor the finances of the District and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
 - 7. Select the District's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the District.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the District's organization or structure.
4. Develop and approve strategic plans for growth and development of the District.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
6. Receive, discuss and take action on committee or other planning body recommendations.
7. Pass District resolutions.

D. Compliance and Legal

1. Select legal counsel and consultants for the District.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by legal counsel, the Board should, if appropriate, consult with the Library Director to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, the Board should make requests of legal counsel through the Library Director, with the exception of issues related to performance of the Library Director.
3. Ensure that the District is in compliance with all federal, state, and local laws.

6.3 Board Member Reimbursement

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

Reimbursable expenses pertain only to the Board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the Board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary District expense and should not undertake any Board business that will generate reimbursable expenses without the express approval of the Board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the Board and, if deemed unreasonable, may be declined for reimbursement.

SECTION 7: ETHICS

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best

elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

According to the Oregon Government Ethics Law (ORS 244.020), persons elected or appointed to a governing body of a public body are considered to be “public officials,” irrespective of whether the person is compensated for the services. Consequently, any person who is elected or appointed to serve on the Jackson County Library District Board of Directors is considered a “public official” for purposes of ORS Chapter 244.

7.1 Governing Statutes

As public officials and public representatives of the District, Board members are expected to conform to the expected high standards of ethical conduct, including but not limited to the following:

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

Liability for violation of Oregon’s Ethics Laws for Public Officials is personal to the public official. It is not covered by the District’s liability coverage, and the costs of investigation and any penalty issue are the responsibility of the Board member.

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity, is also covered by the law.

7.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public Board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

ORS Chapter 244 identifies and defines two types of conflicts of interest: An **actual** conflict of interest and a **potential** conflict of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a **financial** benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the Board *could* result in financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business owned by the Board member or a relative of the Board member. A

potential conflict must be disclosed, but the Board member may still participate in the discussion and vote on the issue.

- B. Actual Conflict of Interest: Exists when a decision by the Board *will* result in a financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business owned by the Board member or a relative of the Board member. An actual conflict must be disclosed and the Board member may not participate in discussion of the matter or vote on the issue.

Evaluation of Potential Conflict of Interest

The Board President shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded in the meeting minutes.

7.3 Prohibited Actions

In representing the best interests of the District and its constituents, and in avoidance of pursuing individual agendas, Board members will refrain from:

- a. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
 1. Board Members shall not use or attempt to use confidential information gained through their positions as public officials for financial gain.
 2. "Confidential information" is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Board Member's term on the District Board of Directors.
- b. Promoting relatives, clients or employees for Boards and commissions without making appropriate disclosures.
- c. Seeking employment of relatives with the District without making appropriate disclosures.
- d. A public official (or a relative, or a business of the public official) may not receive a gift valued at greater than \$50 from any one source in a calendar year from any individual or organization with a legislative or administrative interest in the public body, i.e., that does business with or that wishes to do business with the Library District.
 1. A "gift" is "something given to a public official, or a relative of the public official, when there is no payment, or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms or conditions."
 2. "Legislative or administrative interest" means an economic interest, distinct from that of the general public.
- e. Taking an action that benefit special interest groups at the expense of the District as a whole.
- f. Any other action or request for preferential treatment that places the interests of the Board member, a Board member's relatives, associates, co-workers, clients or friends above the best interests of the District.

SECTION 8: COMMUNICATIONS

8.1 Communications with the Media

Any official position or comment by the Board to any media representative or outlet shall be provided or authorized by the Board President and/or the Library Director. Any other communication with the media by Board members shall be considered unauthorized and shall not represent the official position of the District.

8.2 Communication with Staff

The Board will respect the separation between policymaking and administration (Board and Library Director functions respectively) as outlined in Section 6.1 (Delegation), by observing the following communication policies with respect to District staff:

- A. The Board will work with the District staff as a team in the spirit of mutual respect and support.
- B. Outside of Board meetings, Board members will not attempt to influence a District employee or the Library Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Board members discussing these matters with staff outside of Board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with District staff to the Library Director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the Board as a whole from receiving information. The Library Director will determine the most effective way to respond to Board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, Board members will be professional and mindful of the role, expertise, and responsibility of staff members.
- E. Any written materials or information requested of staff by Board members will be submitted to the entire Board and include a notation stating who requested the information.
- F. The Board President will refer comments or questions regarding District personnel or administration to the Library Director. The Library Director may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

8.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Board members, Library Director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the Library Director, legal counsel, or designated Board member.
- C. Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a Board member who discloses confidential information or otherwise violates this policy.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the District. The District's budget will include adequate resources for Board development. Any proposed training or attendance at any conference or training event must be authorized by the Board.

9.2 Minimum Requirements

All Board members will be required to complete certain curricula as recommended by the Jackson County Library District. The curricula shall consist of the following minimum criteria, but the Board may add additional Board training requirements or recommendations as needed:

- A. Attend an SDAO Board Training once per year.
- B. Attend a library-focused conference (state or national) at least every two years.
- C. Read and be familiar with Oregon Ethics Guide for Public Officials.
- D. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- E. Read and be familiar with all Board policies and duties outlined herein.

9.2 Board Member Orientation

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

The Board and its staff shall assist each new member-elect and appointee to understand the Board's role, functions, policies, and procedures before they take office.

- a. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- b. New members shall be invited to meet with the Board President, Library Director, Assistant Directors, and other key District personnel to discuss the services each performs for the District.
- c. The Library Director shall provide material pertinent to Board operations and District meetings, and will respond to questions regarding such material. Each member will be provided with the following resources, in either print or digital format:
 - Copies of the District's formation documents; current policies and procedures; Strategic Plan; insurance policies; last two (2) adopted budgets; and last three (3) financial statements.
 - A summary of current Board committees and ad hoc task forces, including an annual meeting and event calendar.
 - Contact information for Board members and an organizational chart with contact information for key personnel.
 - Copies of the Library Director's contract and job description.
 - Links to minutes and Board Packets from past meetings, available on the District's website.
 - A copy of ORS Chapter 198 (power and authority of Oregon special Districts) and ORS Chapter 357 (principal act governing Oregon library Districts).
 - A copy of the *Special Districts Association of Oregon (SDAO) Special District Board Member Handbook* (summarizes Oregon's Ethics Laws and Public Meetings Laws).

- A copy of the *Local Budgeting in Oregon* supplement to the Local Budgeting Manual.
 - A copy of the latest revision of the *Standards for Oregon Public Libraries*, published by the Public Library Division of the Oregon Library Association.
 - A copy of *The Complete Library Trustee* handbook published by the American Library Association United for Libraries Division.
 - Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.
 - Such other materials as the Board or Library Director deem appropriate.
- d. Each Board Member will also be responsible for completing mandatory trainings required for all District personnel.



Jackson County Library District

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected Board member of the Board of Jackson County Library District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a Board member. I have read and understand the policies contained in the Manual and have asked the currently presiding Board President or President tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date



Date: February 22, 2023

Title: Program Policy

From: Joan Vigil, Assistant Director of Public Services

Recommendation:

The Policy Committee recommends that the board approve the Program Policy as presented.

Policies, Plans, and Goals Supported:

Having clear expectations for programs presented at JCLS will give guidelines and guidance to the staff and the Jackson County community. The program policy supports the organization's mission, vision, values and strategic initiatives as well as promoting JCLS's resources.

Background and Additional Information:

JCLS does not currently have a program policy. Providing clear programming guidelines will set expectation for staff and the community regarding how staff select, conduct, and evaluate programs provided by JCLS. The program policy will also ensure that programs are aligned with the current Strategic Plan, as well as the mission, values and vision of the library.

Attachments:

Program Policy



Policy 5-18	Program Policy	Created: 2/22/2023 Approved:
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I. PURPOSE

This policy explains the scope of Jackson County Library Services sponsored programs, the criteria for creating and then implementing those programs, and programming guidelines.

II. INTRODUCTION

Jackson County Library Services provides diverse programs for all ages, free of charge, in its libraries and throughout Jackson County. Diverse programming allows JCLS to forward its mission of connecting everyone to information, ideas, and each other; as well as its vision that, through Jackson County Libraries, individuals reach their full potential, and our communities thrive. Library programs exist to disseminate additional knowledge, skills, and opportunities for growth regardless of one’s age, economic status, educational background, political status, race, gender, sexual orientation, or religion. These engaging opportunities are meant to serve as an extension of the Library’s print and digital collections and services to the public.

III. SCOPE

JCLS programs support the organization’s mission, vision, values, and strategic initiatives as well as promote the library’s collections, services, and resources. Programs provide enriching experiences that reflect the informational and recreational needs and interests of the community. JCLS strives to provide programs that reflect and honor the diversity of backgrounds of our communities by promoting a culture of inclusion. Library programs are not meant to be all encompassing, but are, instead, a window into concepts, current events, literature, local history, art, and more.

IV. CRITERIA

JCLS aims to provide content that is accurate, engaging, and meaningful to residents of Jackson County.

JCLS honors the diversity of our community and uses Equity, Diversity, and Inclusion (ED&I) principles when planning programs. In addition to informational presentations, the library will provide programs that highlight the voices of marginalized communities.

Criteria for Library Sponsored programs include:

- Advances the JCLS mission, vision, and values (Inclusion, Trust, Stewardship, Collaboration, Innovation, Respect)
- Aligns with the Strategic Plan
- Is relevant to the interests of Jackson County residents
- Meets a current need in the community
- Is accurate and timely
- Fits within the JCLS budget (including grant funding)
- Capacity of JCLS staff and/or local community partners

Presenters, authors, and performers are selected from JCLS staff and local, regional, and national resources based on their knowledge or expertise on a particular topic. Library staff will use the ETHOS Evaluation method when selecting or approving presenters.

- Experience of the speaker
- Trustworthiness of the speaker and/or organization
- Hands-on planning
- Outcomes (of program)
- Subject Matter (of program)

V. PROGRAMMING GUIDELINES

Jackson County Library Services upholds the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association.

While anyone is welcome to attend or not attend programs, or to determine if their minor children should attend, the freedom of others to attend library programs will not be restricted. The Library does not stand in *loco parentis* (in the place of parents).

- Programs may be cancelled due to weather, low registration, or unanticipated absence of the presenter. Canceled programs are not necessarily rescheduled.
- Library programs are free and open to the public.
- Everyone can attend library programs whether or not they have a library card.
- Some programs may be restricted to certain age groups due to capacity limitations and/or appropriateness of the material being presented.
- All other JCLS policies, including the [Rules of Conduct](#), apply at Library sponsored programs, whether inside the libraries or outside in the communities.
- The views and opinions expressed in Library programs are those of the presenter and do not necessarily reflect the official policy or position of Jackson County Library Services.
- JCLS does not offer commercial or religious programs. Presenters may not require a fee from patrons in attendance, although authors may sell their books.
- JCLS welcomes groups and organizations to reserve meeting spaces at our facilities, but this does not constitute JCLS sponsorship of the program. Please review the [Meeting Room Policy](#).

VI. REQUESTS FOR RECONSIDERATION OF PROGRAMS

Individual programs, which in and of themselves may be controversial or offensive to some patrons or staff, may be provided through the Library if their inclusion will forward the mission and strategic direction of Jackson County Library Services or increase the Library's ability to serve its community.

The Library recognizes the rights of individuals to question Library sponsored programs and has developed a process to address concerns. This process includes the opportunity for an individual to discuss their opinion with a librarian, to complete a written Request for Reconsideration of Library Programs form, and to request a review of the program by librarians responsible for Library sponsored programs and the Library Director. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Programs is attached to this policy (Attachment A).

The program in question will remain on the JCLS calendar pending the Library Director's written decision.

Request for Reconsideration of Library Programs

Date: _____

If you have concerns about library programs or events, please complete all sections of this form to ensure prompt consideration by library staff.

PROGRAM FOR RECONSIDERATION

Title of Program: _____ Date/Time of Program: _____

Library Branch: _____

Intended Audience (Select all that apply):

Preschool Kids Teens Adults General

Please describe your concerns regarding this program:

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave,
Medford, OR 97501



Date: February 22, 2023

Title: Library Security

From: Kari May, Library Director

Summary:

Over the past several months, we have seen an increase in security incidents, particularly at the Medford Library. Staff are discussing options for ways to address the concerns and want to make the Board aware of what is happening. The overview provided here is for the Board’s information and discussion.

Background and Additional Information:

The Library’s Social Services department launched in December 2020, after we received a grant through the Oregon Community Foundation to hire a licensed Social Worker. At the time, security services in Medford and Ashland were provided through a contracted firm, and the Assistant Director for Public Services worked with the Social Worker to develop a plan to bring a trauma-informed response plan forward and eventually move away from the security officers. We notified Concierge that we would end the contract December 2021. In April 2021, they informed us that, because of staffing shortages, they would not be able to extend our contract past June 2021, and so we accelerated our plans to build our social services team in-house.

This model worked very well for the first year and a half. The Social Services team now consists of one Social Worker and six Resource Specialists. The team meets with patrons and connects them to local services they need, from bus passes to appointments with a mental health professional or the tools needed to successfully interview for a job. They have built rapport with regular patrons who may be unhoused, mentally ill, or from a marginalized population.

Morning Hours launched in January 2022 as a partnership with the OHSU Street Nurse program, La Clinica, etc. Every Wednesday morning, staff and partners open the library from 8:00-9:00 a.m. for individuals to come in, have a cup of coffee and a snack, use the restroom, etc. In the beginning, we had around 10 people every week; over the past month, that number has increased to 40-50.

In the past several months, as the cold weather has settled in, the number of unhoused and marginalized individuals utilizing the Medford Library has increased significantly, and this has led

to a rise in the number of escalated incidents happening at the library. Our social services team has found themselves more often playing the role of security and not connecting individuals to resources. The number of calls made to Medford Police Department has also increased.

Trash and graffiti on library property has become increasingly problematic, and staff frequently find evidence of individuals using the property as a restroom. In addition, hypodermic needles have been causing plumbing problems in the public restrooms as they are being flushed down the toilets. Needles are also frequently found outside the property. We have ordered more sharps containers and plan to place more in the stalls to help encourage safe disposal of the needles.

This winter, the meeting rooms in Medford were being abused during the cold nights, with patrons discovering that they could circumvent the booking time windows – ending by midnight, and morning bookings available beginning at 5:00 am – and spending the night in the meeting rooms. One night in January, a group gathered in the meeting rooms was smoking in the building and set off the fire alarm. The Fire Department and Police responded, and the individuals involved stated that they were authorized to spend the night, because the library was an emergency shelter, which was not true. However, the responders didn't have any authority to remove the individuals from the library and left after ensuring that there was no fire. Staff reviewed footage and suspended library privileges for the individuals who violated library policy by spending the night.

Our nighttime custodial crew has also encountered individuals in the library around midnight, and on a few occasions, they were sent home without completing their cleaning because they did not feel safe in the building.

These incidents have led to the modification of hours that the meeting rooms in Medford are available: the rooms are now available 8:00 a.m. - 9:00 p.m. Furthermore, Concierge, who are contracted to do two nighttime checks on the building, have been asked to do an interior sweep of the building around 10:00 p.m. and to escort out anyone they find on the premises.

Internally, staff have been discussing options for how to address the above safety and security concerns. Some of the ideas explored have included hiring a security firm to provide security or adding in-house security to our team, and providing additional training on how to de-escalate situations.



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)/JCLF
RELATIONSHIP COMMITTEE MEETING**

**Medford Branch Library
Admin Conference Room
205 S Central Ave, Medford, OR
January 12, 2023, at 1:00 p.m.**

MINUTES

ATTENDEES AND NOTE TAKER

Notes taken by: Ginny Auer

Present at the meeting were: Viki Brown – JCLD Board member, Susan Kiefer – JCLD Board member, Midge Thierolf – JCLF Board President, Colette Boehmer – JCLF Board member, Kari May – JCLS Library Director, Ginny Auer, JCLF Executive Director

CALL TO ORDER

Kari called the meeting to order at 1:00 p.m.

NEW BUSINESS

Benefits and Deficits of current MOU

The Committee created a list:

Strengths of the MOU so far

- Successful recruitment and retention of ED
- ED adequately compensated, incl. benefits and support services/staff resources from JCLS
- JCLF Board might be inactive without JCLD financial support
- New Board members recruited – Board focused on recruitment, fundraising and future path
- Better communication between JCLF and JCLD and understanding of what each is doing by the other
- JCLF alignment with JCLD strategic plan
- JCLD staff are understanding how impact stories help and are beginning to share more regularly with ED
- ED is part of JCLS staff and learns firsthand about upcoming programs and services, knows who to talk to
- A better understanding of all of the pots of money, where they reside and how to access them for JCLS Staff
- Strong ED/LD relationship while also representing 2 entities

Areas needing improvement

- Marketing assistance from JCLD
- JCLF wants a more substantial role in supervision and evaluation of ED - Completion and delivery of evaluation of ED to Committee as agreed upon needs to happen in a timely fashion
- Balance of communication between all stakeholders
- Better/more substantial communication between JCLF Board and ED
- More timely information provided before meetings so that the Committee feels they have time to digest information and make reasoned decisions

Relationship Committee Purpose Statement

The Relationship Committee will ensure that the District and Foundation work together to further the mission of JCLD. The Committee will oversee the relationship between the two entities, including providing direction to the Library Director and Foundation Executive Director to set priorities and goals for the Executive Director.

Component Unit Memo & Audit

The committee then reviewed the memo from Aria Bettinger at KDP, indicating that JCLF will need to participate in the JCLD audit as it is a component unit of JCLD. Concerns were voiced regarding the added cost to JCLF since this was not in the budget. Kari requested a recommendation from the committee for how to fairly pay for the added costs. Colette requested that JCLF receive a report from the audit that would benefit the Foundation with funders if JCLF is to pay some part of the audit costs. A memo from Rick Leibowitz was also distributed that indicated that it might make sense to place the added costs to JCLF for Robin and Jessica's time within the MOU so JCLF would only pay half of that cost and JCLD would pay the full amount of KDP this year. No decision was made.

REPORTS

ADJOURNMENT

Kari adjourned the meeting at 2:05 p.m.

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Next Committee Meeting

The next Relationship meeting will be in March. It was decided that as things are moving more rapidly now, it might be good to meet every other month instead of every quarter. A poll will be distributed to find a date that work for the committee.