



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