



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
BOARD MEETING AGENDA**  
Board Conference 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>  
March 15, 2023, at 4:00 p.m.

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA**

1. February 22, 2023 Regular Board Meeting Minutes.....1
2. February 1, 2023 Special Board Meeting Minutes.....4

**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)**

3. Library Director.....5

**UNFINISHED BUSINESS (Inform/Discuss/Action)**

4. Security Update – Kari May

**NEW BUSINESS (Inform/Discuss/Action)**

5. April Board Meeting – Kari May
6. Elections Update – Eric Dziura
7. Commemorating Board Member Service – Eric Dziura
8. Staff Compensation and COLA Philosophy – Brynn Fogerty.....18
9. Director’s Evaluation Policy – Eric Dziura.....20
10. HR Answers Proposal – Eric Dziura

**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

11. Relationship Committee – Viki Brown.....24
12. Finance and Statistics Committee – Kim Young.....25

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- JCLD Budget Committee Work Session – March 29, 2023
- JCLD Regular Board meeting – April date TBD
- National Library Giving Day – April 4, 2023
- JCLS Hours Expansion – April 10, 2023
- National Library Week – April 15-22, 2023
- Oregon Library Association Conference – April 19-22, 2023

*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](http://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](mailto: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, Marissa Barrientos Shepherd, 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), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

Guests: Masyn Phoenix (Branch Manager), Haylie Courtney (Social Worker)

### CALL TO ORDER/ROLL CALL

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

### INTRODUCTIONS / PROCLAMATIONS

Director Dziura introduced Director Marissa Barrientos Shepherd, who was inducted after being appointed at the Special Board meeting on February 1, 2023.

### CONSENT AGENDA

**MOTION:** Director Kiefer moved to approve the agenda as presented. Director Dziura seconded, and the motion was approved by unanimous vote. All items on the consent agenda were approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Representatives from the Southern Oregon Zine Society presented information on their upcoming program in May and commented that they would like to collaborate with JCLS to integrate a zine collection within the library.

### REPORTS

#### Library Director's Report

Library Director May introduced Branch Manager Masyn Phoenix, who presented a brief overview of the ALA Library Bill of Rights, which was also presented to JCLS staff at their January training meeting. May then presented highlights from the Director's Report, including updates to the Ashland HVAC project closures. She then announced that the Talent Urban Renewal Project had declared that they would freeze the tax date as of January 2023, rather than 2022, and gave an overview of the newly released plan. She highlighted some of the Rogue Reads programming from the past month and noted that a future meeting would include a more fulsome report on the 2023 programming.

Director Brown asked if the the Big Ideas programming had been recorded. May noted that it had not been. Brown also commented favorably on the wireless upgrades, and asked how the USPs were connected in the branches. May replied that they are connected to the infrastructure and will ensure connectivity is not lost in the case of a power outage. Brown then asked if further locations were planned for the book lockers, and May reported that the current locations were chosen based on centrality and convenience for rural areas, and that once they had been installed, further locations could be explored. She clarified that patrons from any branch could utilize the locker at

any location.

Director Dziura reported that he had shared some of the January successes at the RVCOG meeting. He extended his appreciation to JCLS staff for all of their hard work. He also publicly thanked Kelly Appliances for their donation of a refrigerator for the Freedger project, and the JCLS volunteers for their efforts and support.

## **UNFINISHED BUSINESS**

### **Board Policy Packet**

Director Dziura noted the minor changes that had been made to the document since the past meeting. Director Kiefer asked if non-board members can be appointed to the committees listed in the handbook, and whether such language should be added. Director May noted that the language is ambiguous at present but could be clarified to allow such members.

**Motion:** Director Dziura moved to accept the board policy packet with the recommended change to committee membership. Director Kiefer seconded, and the motion was approved by unanimous vote.

## **NEW BUSINESS**

### **Program Policy**

Director Barrientos Shepherd asked for clarification of the language regarding religious or commercial programs. May replied that the language was intended to ensure that that JCLS did not hold for-profit programs, or to host a religious service.

Kiefer asked if language should be added regarding Friends-funded programming, and how to ensure programs are distributed equitably across the system. Director May noted that program funding is considered in the annual budget, and that as it falls under a financial lens, her concerns might be better answered in financial policy.

**Motion:** Director Kiefer moved to approve the Program Policy as presented. Director Young seconded, and the motion was approved by unanimous vote.

### **Security at Medford Library**

Director May briefed the Board on the memo that had been distributed and noted that there has been an increase in incidents and concerns about security and safety across the system. A survey has been distributed to staff, and results will be shared at a later meeting.

Director Brown noted that the Friends of the Library Forum had discussed the issue at their last meeting and said that the Medford Friends had recently adopted security measures to address safety concerns by their volunteers. She then shared concerns regarding the liability of meeting rooms being available during hours at which the branches are not staffed.

Director Kiefer asked what reservation types are leading to unauthorized use. Most incidents of unauthorized use occurred when the room was reserved on the same day, and for reasons not strictly in accordance with library policy. She reported that Social Worker Haylie Courtney and Resource Specialists have spoken to those gathered at the entrances about maintaining a cleaner environment for all library patrons, which has so far been received positively. May said the Rules of Conduct Policy applies indoors and outdoors on library property. May noted that staff have been enforcing the meeting room reservation policy, and incidents have decreased. Director Young asked regarding long-term planning for agreements with patrons to utilize spaces correctly and asked if Courtney needed additional staffing or support.

May noted that security is being discussed for additional support where needed. May and Dziura will have a discussion with representatives from the City of Medford to discuss downtown safety and the impact of area homelessness on library services and vice versa.

Dziura asked if there was any indication as to why the number of incidents and houseless individuals increased so dramatically. Courtney responded that there are a variety of local community factors, from a lack of available jobs and affordable housing, to the continued effects of the pandemic and Alameda fires, to the recent weather, may have increased volatility. She commented that identifying patterns is a goal. Young extended appreciation and thanked the social services team for their work to assist patrons and connect them with resources.

Brown asked if other patrons view the libraries as contributing to the issues of houselessness in the area. May acknowledged that the reputation of the library has received comments, and they are trying to address the issues. Director Kiefer mentioned NextDoor, and noted that there were complaints posted on the page, and that a member of library staff had responded in a way that was helpful and courteous.

May and Courtney noted that strictly following the protocol of only allowing meeting room bookings to be made four days in advance had cut down on abuse of meeting rooms after hours. In response to a request for information regarding why so many houseless patrons seek services at the library, Courtney described how in addition to providing access to computers, wi-fi, and reading material, JCLS fulfills many roles of a day shelter or walk-in resource center in the absence of such a facility in Jackson County. Courtney reported other libraries have asked about our morning hours program. Dziura suggested the possibility of a temporary ad hoc committee to further address the issue if needed.

#### **Finance Committee Membership**

Director Barrientos Shepherd volunteered to fill the Finance and Statistics Committee vacancy. Director Brown responded that she would be willing to step down as interim member.

**Motion:** Director Dziura moved that Barrientos Shepherd be appointed to the Finance and Statistics Committee. Director Young seconded, and the motion was approved unanimously.

#### **COMMITTEE AND BOARD MEMBER REPORTS**

Relationship Committee – Director Kiefer directed the Board to the minutes presented in the board packet. Kiefer reported that the joint board social that had been cancelled due to weather and illness would be rescheduled sometime in the spring.

#### **FUTURE MEETINGS/EVENTS/OBSERVANCES**

#### **ADJOURN**

President Dziura adjourned the meeting at 5:20 p.m.

/s/ Val Nowak  
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: none

### 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.

### BOARD MEMBER APPOINTMENT

President Dziura announced two finalists for the vacancy on the Board of Directors: Marissa Barrientos Shepherd and Marcella Sciotto. President Dziura described the process 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; 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. Members Brown, Kiefer, and Young all voted for Shepherd; President Dziura voted for Sciotto. Shepherd, attending remotely, was offered the vacant position and accepted, and will be sworn in at a date to be determined.

President Dziura stated that this process would be considered in 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 election announcement.

### ADJOURN

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

/s/ Joseph Carr Ritchie  
Recording Secretary



## Director's Report

March 2023



### ***Rogue Reads Wrap Up***

The third annual Rogue Reads wrapped up in March, and staff across the system worked hard to make sure it ended on a high note. There were several iterations of James Pagliasotti's *What It Was: Growing Up When the Music Mattered* presentation. Entertained patrons of all ages peppered Pagliasotti with questions about his experience in reporting on Rock and Roll in the 60s and 70s. A patron who came to use the internet jovially asked, "You can rock out that hard in a library?" Another remarked, "This music makes the library seem so alive!"

*Live Looping with Larry* was a hit, and attendees were thoroughly engaged in the real-time performance. One of the audience members commented that they had learned a lot during the session. The Mini Macramé Wind Chime kits proved popular at all branches. In Medford, a patron came in right at opening time because they were specifically interested in learning more about macramé. Staff pointed out recommended titles on the instruction sheet and options for further learning, directing them toward where they could be found.

Southern Oregon Songwriter's Association President Steve Yungen and his colleague Anna led a Songwriting 101 program at the Medford Branch. The presenters shared tips and tricks for song construction, advice on finding inspiration and combating writer's block, and local resources for musicians to gain more of a following and find workshopping groups. Several attendees brought their own instruments and shared their work with the group.

In Ashland, the series of mini-concerts in the library, which featured musicians from the Rogue Valley Symphony, concluded on the last Thursday of February. Many people stopped to listen to the music of two stand-up basses, which could be heard in many parts of the library. It was a wonderful opportunity to highlight instruments that are not often given center stage. The musicians are both originally from Latin America, and they spoke about how their cultural heritage and the music they grew up listening to drew them to play bass. Later, Vicki Purslow, a music history and education professor at SOU, led a program on History and Culture in Popular Music to cap off the Ashland Rogue Reads programming. While attendance was low due to a winter storm, the participants who braved the weather got a lot out of the event.

Several branches held a "Songs That Tell Stories" program led by drummer and storyteller Laura Rich. In Butte Falls, a group of local students attended the program and played their drums, out of sync at first until, under Rich's gentle and expert guidance, they were able to get into sync. They enjoyed not only being loud in the library, but also listening to Rich's stories about Africa and drum making.



Ernest Paul.

In Prospect, a young drummer spread the rhythm mnemonics she learned (like AR-MA-DIL-LO) to her friends and classmates after the presentation, and they were overheard chanting the beats at a local basketball game. Rich's presentation was warm and welcoming. The stories were interesting and humorous, the music was fun and moving.

Ruch's *Applegate Valley Musicians and Troubadours* was a massive success, featuring six different performances and over sixty attendees. Performers included the Voices of the Applegate, the Four Winds Quartet, and one by a student of the Ruch Outdoor Community School and her grandfather,

On Saturday, February 11th, The Medford Branch held an all-day family Music and Movement event. Upstairs at the reference desk, patrons could spin the prize wheel to win Rogue Reads swag. Patrons could also pick up a



Magical, Mysterious, Musical Take & Play kit. Interim Medford Branch Manager Carrie Tannehill prepared velvet bags with one of many mystery instruments (tambourine, castanets, maracas, egg shakers, harmonica, and a hand drum) inside of them. Youth Services Coordinator Brystan Strong led a Toddlerobics: Music, Movement, and Me program. Many of the young participants used their new musical instruments to play along.

Teen Librarians Jackie Keating and Andrea Leone and Community Literacy Librarian Evelyn Lorence hosted a virtual author talk with Eric Gansworth on February 21st. Gansworth is the author of the Teen Rogue Reads title *If I Ever Get Out of Here*. Gansworth gave a 40-minute prepared talk about why he wrote the book and what it was like to grow up on a reservation and live in the world outside of it. A Q&A session followed his presentation.

Librarians Evelyn Lorence and Kayla Samnath then shared the recording as a special Rogue Reads treat to students from the Barriers to Bridges program at the Juvenile Detention Center after they had all finished reading *If I Ever Get Out of Here* as a group. The students also received an orientation to the Medford Library, followed by Music Jeopardy in the Teen Zone hosted by Leone.

Several of the branches held a Silent Disco Dance Party to celebrate the end of the program. A Silent Disco is where participants listen to the same music but through individual headphones so as to not disturb people around them – and is usually held in public spaces – like a library. In Ashland, the teens discoed for a bit and then played a couple of rounds of the video game Just Dance. In Medford, the Silent Disco, scheduled to go from 1 to 3 p.m., was extended until 4:30 p.m. Patrons were simply having too much fun dancing and continuing to get their groove on, and the extra time brought infectious joy.

## **Public Services**

### **Bear Creek**

Ashland is busy preparing for the upcoming HVAC closure. Staff are organizing front door service. The upcoming April closure of the Children's area and meeting room spaces inspired the Children's team to take programming off the library grounds and out into the community. Working with several partners through Parks and Recreation and local community gathering places, dates have been set up and spaces reserved.

A slime afternoon at the library provided an opportunity for children's staff and participants to learn about chemistry, all while having a magnificent messy time as a part of a weekly afterschool series of programs.

The video game tournament, a long-running program in Ashland Teen, brought 4 tweens who competed in heated Mario Kart races. They stayed for the whole program, and everyone got snacks and prizes for participating.

Knitting was a theme for teens in Ashland. Adult Services Librarian Ethan Craft led teens in a crochet class, with students learning how to crochet an octopus. One teen was devastated that she was going to miss the class, but Keating was able to take Craft's instructions, some yarn, and crochet hooks, and create a kit for her. While some of the students were brand new and some had crocheted before, everyone had a great time and picked up the project quickly.



Additionally, a staff person from The Websters, the knitting store in downtown Ashland, led their final Cozy Crafternoon of the season: a teen knitting program. Participants got to chat and get to know each other while they knitted and enjoyed tea and cookies. They learned how to make a soft bracelet complete with button and clasp. The last time this program took place was on March 11, 2020 – 5 days before the pandemic closed the libraries – so it was great to resume it.

Tween D&D continues to be the most consistently popular program put on by Ashland Teen. One parent emailed saying "My daughter has been attending the monthly D&D group and loving it. She looks forward to it all month. My kids are homeschooled and really appreciate the chance to socialize with other kids doing fun stuff at the library."

As part of the Community Table series, which highlights community services, Librarian Ken Loders organized a successful information table about library services, held on the main floor of the library. Many people use the library for books or computer access but do not realize the wealth of other programs and services JCLS provides. On Saturday, February 4<sup>th</sup>, from noon to 3 p.m., Loders answered questions that broadened patrons' understanding of the library.

Talent Library Associate Parsina Dias designed a passive program for teens to match pictures of characters with the book they came from, and three teens scored 100%. Branch Manager Patrick Mathewes was impressed since he was only able to identify about half of the fifteen characters. The winning teens each received a JCLS water bottle, and everyone who participated got to choose a sticker.

The Talent Library Club celebrated their eight-year anniversary this month. They have been conducting book and holiday sales to raise money to fund programs at the Talent library and have been a very supportive group. Due to scheduling and health conflicts, the group has decided to forego their Spring book sale and go on hiatus until their September meeting. This will give them time to prepare for both the Fall book sale and their Holiday boutique, their two main events of the year. "This group has done a great job of meeting our needs, and I'm glad that they are seeing to some of their own," said Branch Manager Patrick Mathewes. "They will come back even stronger in the Fall, and in the meantime their treasurer will be available to receive donations and write checks for any programming expenses."

## Central Area

Adult Services Librarian Kayla Samnath facilitated March's Medford Book Chat for the book *Where the Crawdads Sing* by Delia Owens. The group opened the meeting with discussing the author's background and her other works. Everyone enjoyed the book, and participants spent a lively time debating some of the nuances of the plot and whether certain characters were believable. Attendees received either a Rogue Reads mug or tote bag. There was a drawing to win a copy of *Music is History* and a copy of *Where the Crawdads Sing*.



The Medford Teen Advisory Group (TAG) met on Valentine's Day. While enjoying some Valentine's-themed treats, the teens discussed books to read as a group during the summer and made suggestions for summer reading book prizes.

Janine Salvatti of the Master Gardener's Association led a virtual presentation on gardening. She shared the process for the Lasagna and No Dig gardening methods, with general tips and tricks for preparing garden beds for spring. Patrons ended the program with multiple questions about fertilizers, local resources, and more.



Central Point Library Associate Noel O'Brien led the branch's the School's Out Fun programming. "S.O. Fun! is really beginning to take more shape," O'Brien reports. "I have a great core group of kids who come every week, along with new faces! We have been doing so many fun crafts such as optical illusions, birdfeeders, and Valentine's Day-themed lanterns made from recycled glass jars and tissue paper. While we crafted, we listened to 4 genres of music to see how music affects our style of art. I am really enjoying the discussion portion of the program after we read our books to see what the kids think!"

### **Lower Rogue**

Gold Hill hosted a history program, two music programs, and a senior meetup. They continued to host additional recurring programs including the teen hangout, story time, two book clubs and a writing lounge in February. The history program was presented by Ludlow Sibley, a local resident who gave a talk on Old Sam's Valley School: A History. Sibley is a patron of the library, a Friends of the Library member and a donor of hundreds of books that were like new. He donated these to the Friends of the Library to raise money for programming. Sibley also lives in the old high school. The discussion was well attended by patrons interested in local history. Patrons who attended the "Friend Speed Dating for Seniors" program enjoyed an impromptu concert by two attendees who brought their ukuleles.

Jacksonville's No Strings Attached Book Group met for the second time in February. The attendees discussed the various things they are reading, ranging from ancient Greek historical texts to contemporary fiction. They commented on how interesting it is to hear about books that they might not have thought to read or find commonality in one's readings with new acquaintances.

### **Upper Rogue**

While the overlap of the school day and current library hours make it difficult for school-aged children and teens to utilize the library branch outside of class, the Butte Falls Library proved a popular spot to pop in to check out books and warm-up on a recent snow day. Staff are excited for the upcoming extended hours to create more opportunities for young Butte Falls residents to spend quality time in the library.

An Eagle Point High alumnus contacted JCLS wondering if the library had a 1979 Eagle Point yearbook available. The alumnus wanted to show some of the pictures of her being crowned prom queen and her graduation to her grandson. Since the woman does not live in Jackson County, Library Specialist Jenna Steigleder emailed her scans from all the pages she was in. "I scanned some pages over to her and she just about cried over email - It was really sweet," Steigleder said.

Prospect has spent the latter half of February blanketed in snow. The library roof grew some very impressive icicles due to the freeze/thaw cycle. The winter weather is beautiful; however, the branch snow shovel is looking forward to the well-earned respite of a balmy Spring.

The Valentine's Day card making party in Shady Cove went very well. Cookies and juice were given out and enjoyed by all. Fun was had by all at this multi-generational program, and some nice cards were made. Later, Mrs. Triller's Kindergarten class painted Polar bears and penguins, and the Friends of the Library hung the new art in the children's area.

Also in Shady Cove, Dan and Carole Nielson did a presentation on Niagara Falls and the Erie Canal on Tuesday Feb 21<sup>st</sup>. The Friends of Library served hot coffee and snacks, while the Nielsons provided interesting information.

White City hosted a “Date A Book” event, where staff selected books from a variety of age ranges and genres and wrapped them up for patrons to select. They also made sure to include a selection of eBooks and Audiobooks on Libby and Hoopla.

White City staff hosted two listening sessions to hear feedback from the community on what they would like to see on the outside enclosed patio. While no one attended in person, several patrons completed the survey while checking out books. Staff are excited to move forward with this project and create a fun, vibrant outdoor space for patrons.

### Programs

February was not just for music-making; it also marks Bird Feeding Month. In Central Point, Spark Space Specialist Kayla Adamiec displayed homemade bird feeders, local bird guides, and other books focused on birds and birding. She held a Feed the Birds program, and attendees made bird feeders for their yards and made pinecone bird buddies.

Central Point’s Babies & Wobblers storytime is growing. They started the program with 69 total attendees in September 2022 and 167 in February 2023. They are considering adding a second weekly session to keep up with demand.

The Paws to Read program brings patrons to Jacksonville from all over the county. The program is so successful that the dogs and owners have had to move from the children’s area to the meeting room. Four volunteers come with their dogs every Wednesday afternoon to be met by eager children waiting to practice their reading (and petting) skills.

In Ashland, Children’s Specialist Cody Walburn presented his first-ever storytime. Children’s Librarian Lyn Heerema introduced Walburn and led the group in the opening hello song. The program was a great success with additional help from library specialists Kelly Steiner and Nick Rementeria, and the kids in attendance welcomed Walburn. Also, Rementeria and Walburn willingly agreed to take on a toddlerobics program in Ashland since Heerema volunteered to be last-minute help at the Phoenix Branch. Afterward, Heerema received feedback that the program was “great,” and patrons look forward to the next one.

The monthly *Windows in Time* and *Big Ideas* programs in Medford and Ashland continue to be well-attended. This month’s *Windows in Time* program was *Giving 101: The Carpenter Foundation* in partnership with the Southern Oregon Historical Society. The *Big Ideas* program was *The Past, Present, and Future of Public Broadcasting in Our Region* featured Paul Westhelle, Executive Director of Jefferson Public Radio, and Phil Meyer, President & CEO of Southern Oregon PBS.

Getting outside of the library, 11 excited patrons attended Coffee 101 with Noble Coffee Roasting, a free class sponsored by the library at Noble Coffee on February 15th. Librarian Brianna Levesque coordinated this event, which is usually a class that Noble Coffee charges participants for, as a free-to-the-public educational opportunity highlighting a local business.

### Outreach



## **At Home Services**

This month, AHS has added another new patron to the service and contacted several others about joining. With the increasing popularity of Crafts at Home, AHS has decided to offer them monthly instead of every other month with support from the Jackson County Library Foundation. This month, Marketing Specialist Ryan Pfeil joined AHS on their trip to Rogue River Estates for their monthly deliveries. While there, Pfeil interviewed a patron for a video project he is putting together for the Jackson County Library Foundation.

## **Business Librarian**

Business Librarian Roslyn Donald served on the “Entrepreneurial Ecosystem” panel for the Downtown Merchants Association’s monthly meeting, along with Marshall Doak of the SBDC and Michelle Johannes of MJ Associates. Another new stop on the Business Librarian itinerary was the Housing Authority’s Rogue River Estates, a facility that houses seniors and people with developmental disabilities. This will be a monthly lunchtime event with information on tax prep assistance, preventing identity theft and consumer scams, and general financial literacy topics. Donald also attended the first meeting of the reinvigorated Talent Business Alliance, which featured a strategy brainstorm about the Talent business community’s SWOT – strengths, weaknesses, opportunities and threats. Donald joins the rest of the community in being very glad to see new activity in the Talent business community.

## **DART**

In addition to regular visits to Housing Authority sites, the Kelly Shelter, White City Food Bank, and the Landing at Butte Falls, DART added another monthly stop at The Jackson, a transitional housing site run by Rogue Community Health. Mobile Services Specialists Kaitlynn Edrington and Brian Rozendal assisted patrons at the new site with everything from general library questions to setting up personal computers for email and internet browsing. DART also attended the first annual Break the Chain/V-Day event in Ashland on February 14, which was a resounding success both in attendance and engagement.

## **Digital Services**

In February, Digital Services began a new partnership for providing tech classes with Rogue Valley Manor (RVM). Staff presented iPhone and Android Basics classes on four different days during the month, which were attended by 15 residents per class. These classes utilize a live screencast of the curriculum and one-on-one assistance on site with Digital Specialists. Several attendees have scheduled further appointments with the department.

## **Education Services**

Evelyn Lorence and Eagle Point Library Specialist Jenna Steigleder brought “Speed Dating with a Book” to over 100 7<sup>th</sup> graders at Eagle Point Middle School. Students were exposed to various age-appropriate books, ultimately finding their perfect book match. Throughout the course of this program, more than 60 new library cards were made. Feedback from the school included comments about how rewarding it was to see the students interacting with books and how valuable it was to show them the library in a new way. Later, Lorence and Steigleder attended Hillside Elementary's Literacy Night, connecting with over 175 students and their families.

The [February Open Book e-newsletter](#) for educators featured a Q&A with DL Richardson, the Southern Oregon Black and African American Student Success Specialist for the Southern Oregon Education School District. Also featured were a booklist of great books celebrating Black History Month, information about Eric Gansworth's Rogue Reads author talk, and a cultural reflection resource from TeachingBooks.

Central Point’s Spark Space Specialist Kayla Adamiec held a “Lunch Craft” at Crater High School. She promoted library services and made connections with local high school students. One of those students came back to the library to participate in a program held later in the month.

## **Outreach to Child Care**

Collection Development Manager Laurin Arnold and Youth Selection Librarian Monica Owens met several times with the Outreach to Childcare (OCC) team in preparation for their collection being included within the sphere of collections managed by the department. These meetings consisted of OCC staff explaining in detail their duties, processes, and the makeup of their current collection. All JCLS collections are developed and maintained with the end users in mind, while also taking into account the mission and vision of the library. This mindset has always been in place when Collection Development Staff has worked with branch staff and will continue with OCC.

## **Social Services**

February has been a busy month for the Social Services team. The cold weather has increased patronage and requests for service referrals. The team is working hard to introduce its new team members to the community and utilize a variety of personal skills to better help patrons. Additionally, Social Services Intern Emalee Beavers held a cold weather shoe drive and was able to obtain more than 150 pairs of shoes. These generous donations have already impacted the community in a positive way.

A highlight of this month has been furthering a partnership with Jackson County Mental Health. This organization has been coming to the library to do outreach with patrons to ensure that everyone in need of mental health care is able to access it. In addition, they provided the Social Service Team with a plethora of personal lock boxes for patrons, where they can store their beloved items or confidential mental health documents. As always, the program aims to focus on ensuring that the Library is a welcome and safe place for everyone.

## **Finance**

The District's fiscal year 2022 audit is making good progress, with the majority of it having finished the final partner review. This year's audit is going smoother than the 2021 audit, and the District expects the 2023 audit to be even better as the Finance department continues to refine processes and create efficiencies between the Foundation and Friends groups.

The FY24 budget is currently on track for the committee work session later in March. As part of this process, managers have been given the opportunity to discuss financial needs for their branches and/or departments. The Admin team will then work with their department heads to analyze and project FY24 expenses and bring it back to the Finance department for evaluation with the Library Director. This positive change allows for better transparency and communication between the admin team and managers.

## **Human Resources**

February brought focus back to hiring for the hours expansion, starting with both the Upper and Lower Rogue Library Associate positions. As the District nears the final hours expansion, recruitment for the necessary new positions remains on track.

Area Meetings have morphed into All Hands meetings. Previously, Area Meetings were held multiple times a month, every other month. After reviewing the format and goals of these meetings, the meetings were changed to be held virtually twice a month, with a recorded option. The newly-formatted February "All Hands" meetings were a success. Staff received training on Librarian basics such as the Freedom to Read Act, book challenges and meeting room policies.

The District implemented MetLife as the District's new Life, AD&D and Long-Term Disability provider, replacing Unum. MetLife has also become the Employee Assistance Program (EAP) provider. MetLife's offerings are better, offering staff five free counseling sessions, compared to three under Unum. JCLS now has two separate EAPs, and the benefit continues to be readily utilized.

Since Performance Evaluations will take place in April, the HR Team is preparing for the first year utilizing PeopleStrategy's online Performance Management System. The system will streamline the process, making it more seamless and efficient for both supervisors and staff, and reducing the workload for HR. The HR team received training from PeopleStrategy and tested the process before scheduling training for supervisors in mid-March.

## **Marketing**

In February, the Marketing team's advertising efforts went toward promoting the continued launch of Dolly Parton's Imagination Library (DPIL). To date, the Facebook ads alone have reached almost 25,000 people, and over 1,700 families have signed up for free books through DPIL. SOPBS also filmed a great highlight on the program, which is available on YouTube: <https://bit.ly/3Sny09n>. With Rogue Reads coming to an end, the team's attention has already shifted toward Summer Reading.

The team have also been creating materials to get the word out to the community about the expanded hours, which will launch April 10. The team has created a press release and flyer and is working on a direct mailer that will go out to the Upper Rogue area. There will also be ads on social media, with notices in library branches and on the website. As Director Kari May is quoted in the press release: "Our communities have been asking for expanded service hours for over three years, and we are excited to be able to offer more access to our library resources. With a more consistent schedule across the system, we hope that our patrons will be able to find a library open when they need one."

### **Press Releases:**

Paws to Read: <http://bit.ly/3JIXnph>

March Windows in Time: <http://bit.ly/3L4Y3QZ>

Ashland HVAC Project: <https://bit.ly/41wGOy1>

March Big Ideas Series: <http://bit.ly/3YqatG9>

Spring Programs: <http://bit.ly/3myNSdm>

### **Notable Videos:**

Valentines Storytime: <https://bit.ly/3RV2m2G>

The Rime of the Ancient Mariner

Teaser: <https://bit.ly/3mwnlxe>

## **Support Services**

### **Collection Development**

JCLS received 622 new Suggest A Purchase requests in February. Staff tested the system in January to get used to the new procedure, and they seem to feel comfortable using it now. With the new Selection Librarians in place, the Collection Development department can keep up with new releases and popular titles, which means that when patrons and staff go to look for a title in the catalog, they are finding it and do not need to submit a suggestion. The goal is to continue to reduce the number of suggest-a-purchase submissions as the collection development staff gain a better understanding of the needs of the community. Collection Development staff have also heard from various branch staff that patrons have appreciated the changes made to the suggest a purchase process that they use, including better response times, more format categories, and better explanations for why a suggestion is accepted or rejected.

Collection Development staff visited the Applegate, Ruch, and White City branches in February. The goal of each visit is to better understand the needs of each community, how their patrons interact with the collection, and what the branch's immediate and long-term needs are.

After the February board meeting Arnold, Jenkins, and Owens met with local zine creators to learn more about the zine scene in Jackson County. They plan to attend Ashland's May 2023 Zine Fest to learn more about the regional zine community, although any discussions about the possibility of creating a zine collection at JCLS will need to wait until the Fall due to competing priorities.

## Technical Services

The Collection Development and Technical Services departments continue to monitor the situation with the local newspapers — particularly the recently-renamed *Rogue Valley Times* — and are working on adding subscriptions to the system. In the meantime, they have started the branch magazine and newspaper renewal process, creating new streamlined procedures. Each branch has been allocated an amount of the total periodicals budget from which they can tailor magazine and newspaper selections to meet their community's needs.

Thanks to the collaborative work of the Support Services team, with the added hands of On-Call Sub Karin Webster, 6,269 newly received items are now out filling patron holds and sitting on the new materials bookshelves in every branch.

## Information Technology (IT)

The IT department continues to make progress on the multiple projects currently underway. Website Specialist Michael Stanfield continues to meet with various JCLS departments to update their presence on the library website. Areas such as Business Resources, Dolly Parton's Imagination Library, Social Services, Outreach to Childcare, and Library District pages have been updated, with more to come.

IT has successfully deployed replacement desktop and laptop staff computers to thirteen branches and are on track to complete Applegate and Medford by end of March. Ashland will be done in conjunction with the HVAC project. With the deployment of these new computers, IT is also upgrading all existing computers to the latest version of Microsoft Office 365.

Lastly, the WiFi Upgrade Project has progressed nicely. Nine branches have been successfully upgraded, though due to the recent snowstorm, IT has had to reschedule the upgrades at Butte Falls, Prospect and Shady Cove. The plan is to complete the project for all remaining branches by the end of March.

## Facilities

Operations Coordinator Crystal Zastera set up a visit at Shady Cove branch with Upper Rogue Area Manager Masyn Phoenix and Shady Cove Branch Manager Marion Mensing to discuss plans for a landscaping refresh and to identify a potential site for the future holds pick up lockers. Zastera and Assistant Director Kelda Vath also visited the Jacksonville branch to scout site options for the forthcoming holds lockers.

Zastera held a walk-through of the Medford library with Social Worker Haylie Courtney and the Library's security camera vendor to discuss options for selective upgrades to the system. The vendor will provide a recommended design plan and quote to upgrade the system to provide better coverage to assist staff in responding to security incidents. Zastera is also working through a prioritized list of FY23 furniture requests for the branches. Thanks to funds provided by their Friends groups, Rogue River recently received new meeting room tables, and Eagle Point's new meeting room tables are scheduled to arrive in mid-March.

After a long wait due to unforeseen delays, Outreach finally has a new vehicle. Zastera managed a blind bid process to sell the former Outreach vehicle. The vehicle was sold to the highest bidder at the end of February, and the new Ford Bronco is already being put to good use. Courier Rosie Webb drove the Bronco for her regular route during a recent snowstorm and noted that she was able to travel easily in places where others struggled, particularly around White City.





# STRATEGIC PLAN 2022-2026

## GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

	PROGRESS			COMMENTS
Improve and enhance the collections			✓	Collection Diversity Audit Team assembled; preliminary homework assigned to learn more about the process. Library of Things Task Force formed; creating a survey for staff and patrons.
Diversify and increase programming and events			✓	Inventory of current community partners and potential new partners continues. Program Policy approved by Board Feb 2023.
Enliven and improve facilities		✓		Facilities Master Plan RFP to go out in Q3 Ashland HVAC Project commences March 2023 Based on feedback from the October 2022 listening session and patron feedback, Phoenix Branch Manager Jody Fleming proposed a pollinator garden and beehive.
Ensure that user technologies remain current and accessible			✓	IT Department is reviewing and revising the 3-year Technology plan, which will be presented to the Board in April 2023. Staff computers replacements are on track to be completed by April 2023.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



# STRATEGIC PLAN 2022-2026

## GOAL 2: EXTEND ACCESS TO THE LIBRARY

	PROGRESS			COMMENTS
Increase open hours and make hours more consistent and convenient across they system	Delayed/ Changed	Progress Continues	On Track/ Completed	All branches will expand hours on Monday, April 10, 2023. Marketing has a plan for announcing the new hours. Ribbon cuttings with multiple Chambers of Commerce are scheduled.
Expand and diversify marketing and promotion				A Direct mail to Upper Rogue area will be sent in late March 2023, announcing new library hours and highlighting other services.
Work to remove barriers to use of the Library				Staff Committee is reviewing proposals for book lockers to be installed at Shady Cove and Jacksonville libraries for convenient holds pick up outside of normal library hours. Assistant Director of Support Services Kelda Vath applied for an LSTA grant for this project.
Advocate for more resource sharing with other Oregon libraries, especially with Josephine County				This objective is not in year 1.
	Delayed/ Changed	Progress Continues	On Track/ Completed	





# STRATEGIC PLAN 2022-2026

## GOAL 3: ENGAGE THE COMMUNITY MORE FULLY

	PROGRESS			COMMENTS
Increase outreach and community partnerships	Delayed/ Changed	Progress Continues	On Track/ Completed	Assessment of current and potential partnerships continues.
Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents				Scheduled to start exploring options in FY23 Q4
Advance ongoing work to foster a welcoming and inclusive environment in facilities, services, and resources for all segments of the community, notably the Latinx population, unhoused individuals and families, tribal members, and homeschool groups.				Social Services team is building relationships with local community organizations that provide support and referral services for the unhoused. Rogue Reads theme in 2022-23 focused on Music and Community, and programs and activities were held. Open staff positions attract qualified applicants with diverse backgrounds, and staff is becoming more diverse as a result
	Delayed/ Changed	Progress Continues	On Track/ Completed	



# STRATEGIC PLAN 2022-2026

## GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE

	PROGRESS			COMMENTS
<b>Foster additional internal communication and engagement across all branches</b>	Delayed/ Changed	Progress Continues	On Track/ Completed	<p>Training on communication channels and tools delivered to staff February 2023.</p> <p>The Admin Team attended pizza parties at the two winning departments of the annual snowman contest.</p> <p>Library Director launched Open Office Hours in January 2023.</p>
<b>Explore options for internal reorganizations and/or additional staff to increase service effectiveness, system-wide staff engagement, and to advance goal areas, notably outreach, marketing, and collections</b>				<p>HR is reviewing bids for an external employee satisfaction survey.</p>
<b>Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion</b>				<p>An annual all-staff training calendar has been created, and every-other-month training is in place.</p> <p>Up to 15 staff will attend the Oregon Library Association Conference in April 2023.</p>
<b>Strengthen support and engagement with the Friends groups and the Library Foundation</b>				<p>The JCLD/JCLF Relationship Committee is reviewing the terms of the MOU for Year 3. Jackson County Library Foundation is developing a fundraising plan, in alignment with the District's Strategic Plan.</p>



Date: March 15, 2023

**Title:** Total Compensation Philosophy and COLA

**From:** Brynn Fogerty, HR Manager, and Kari May, Library Director

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**Summary:**

As part of the annual budget process, the HR Manager conducts a study to determine Cost of Living Adjustments (COLA). A COLA is an increase in wages to counteract inflation. Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees and keep a competitive compensation package. It is proposed that language describing the COLA methodology be added to the JCLS Employee Handbook under Compensation Philosophy

**Recommendation:**

The HR Manager recommends the Board adopts the COLA Methodology, as presented, to be added to the Employee Handbook.

**Resource Requirements:**

The adopted COLA increase will be utilized for the budget process for the next fiscal year and incorporated into the salary and benefits section of the budget.

**Policies, Plans, and Goals Supported:**

Fair and competitive compensation is a pillar of Goal 4 in JCLS' Strategic Plan.

**Background and Additional Information**

When the District prepared the initial JCLS Employee Handbook, they included this Total Compensation Philosophy:

**Background and Additional Information:**

**Current Compensation Philosophy:**

JCLS provides a total compensation package, considering both internal and external equity. Internal equity is measured by five characteristics of each job: knowledge, skill, effort, responsibility, and working conditions. External equity is measured by the components of our total compensation package against organizations in our region with comparable size, operating budget, and structure as well as our market. Market is defined as where we get our employees from and where we lost them to, which may be different than comparable organizations. We will reward continued commitment to the organization, professional growth, and consistent contributions in the assigned area of work. The total compensation package includes wages and

benefits, which include leaves, insurances, and retirement appropriate to be competitive in our geographic region and industry. Decisions regarding individual factors of compensation will be made in consideration of the total compensation package, financial sustainability, and current and future strategic goals of the organization.

The proposed COLA methodology would be added to the same section of the Handbook, which addresses pay administration, pay increases, and pay equity.

Cost of Living Adjustment (COLA) Methodology (proposed):

In an effort to achieve a fair and comparable COLA, JCLS has adopted the following methodology: Each year, in the early spring, comparable organizations are surveyed regarding what their COLA will be for the coming fiscal year. They are asked about benefits, compensation and the COLA that is planned for their staff.

Comparable organizations include library systems similar in size and structure serving communities with comparable demographics and cost of living as well as other Special Districts within the State of Oregon, and local governments.

In addition to the above comparables, the Social Security Administration publishes a Consumer Price Index, or SSA CPI, each January. An average of the survey results is taken. The COLA is then recommended to the JCLS Board for approval and included in the salary increases for the following fiscal year.



Date: March 15, 2023

**Title:** Library Director Evaluation Policy and HR Answers Proposal

**From:** Eric Dziura, Board Chair; and Kari May, Library Director

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**Summary:**

The Executive Committee drafted the Library Director Evaluation Policy for the Board’s consideration. Additionally, the Executive Committee reached out to HR Answers and obtained a quote for coordinating this year’s annual review of the Library Director.

**Recommendation:**

The Executive Committee recommends adoption of the Library Director Evaluation Policy. The Executive Committee further recommends accepting the agreement with HR Answers to engage Jennifer Schoolt to lead this year’s annual review of the Library Director.

**Resource Requirements:**

HR Answers’ proposal includes a cost estimate not to exceed \$5500, which is included in the FY23 budget under consultants.

**Policies, Plans, and Goals Supported:**

Conducting an annual evaluation of the Library Director is in compliance with the terms outlined in the Director’s contract.

**Background and Additional Information:**

During last year’s annual evaluation of the Library Director, the Board requested that a policy be developed to guide the process in the future. Library Director Kari May met with the Executive Committee, researched other libraries’ director evaluation policies, and consulted with HR Answers to develop a policy. The policy also incorporates the general evaluation process outlined in the Library Director’s contract.

The Executive Committee contacted HR Answers and asked them to provide a Scope of Work for evaluating the Library Director, and their proposal has been reviewed by the Executive Committee and shared with the Board. As a member of SDAO, the District receives a discounted rate with HRAnswers, and the District has worked with them before on other HR projects, and therefore they are familiar with the Library, the Board, and the Library Director.

HR Answers' proposal includes an outline for the evaluation process. If the Board approves the proposal, the next steps would be:

- Confirm the date by which the Board wants to complete process, which will determine the timeline, including establishment of dates for surveys to be out and a communication plan
- Engage in solidifying the questionnaire(s) and evaluation tools that will be utilized for all parties providing input/feedback
- Establish training date and time for the Board with HR Answers

**Attachment:**

- Library Director Evaluation Policy

## **SECTION 10: LIBRARY DIRECTOR EVALUATION**

The Jackson County Library District Board of Directors (“The Board”) employs the Library Director as the Chief Executive Officer of the District. The Library Director reports to The Board and is responsible for the day-to-day operations of the Library District. The Board has the authority and responsibility to administer the annual evaluation process of the Library Director, as outlined in their contract.

As the Chief Executive Officer of the District, the Library Director shall carefully and diligently, in accordance with standards of judgment and discretion reasonably expected, exercise and fulfill those powers, duties, and responsibilities as set forth in their position description. In their performance, they should give due attention to all District rules, regulations, and policies and shall see that the conduct of affairs of the District are in accordance with state, federal and other laws.

The Board and Library Director shall mutually define the District goals and performance objectives for the Library Director. Both parties will determine what is necessary for the proper operation of the District and attainment of the District’s strategic objectives. The annual goals and objectives will be drafted by the Library Director and approved by the Board.

### **10.1 Evaluation Process**

The Board will conduct an annual evaluation of the Library Director as outlined in this policy:

- A. The evaluation tool(s) shall be mutually agreed upon by The Board and the Library Director and align with the Library Director’s position description.
- B. The Board shall contract with a third-party consultant (“Consultant”) to administer the evaluation process.
- C. The Library Director shall complete a self-evaluation form and submit it to the Consultant.
- D. The evaluation shall involve The Board and the Library Director, and Board members shall individually evaluate the Library Director.
- E. The Library Director’s direct reports will be asked to provide feedback to the Consultant, who will collate the data, uphold anonymity, and include as part of the overall annual review process. Other Library staff may be included in the process, depending on the established goals and objectives of the year.
- F. The Board shall be provided with the following documents to aid in the evaluation process:
  - a. Director’s contract
  - b. Director’s position description
  - c. Previous year’s evaluation
- G. The Consultant shall summarize and consolidate The Board evaluations into one mutually-agreed-upon final evaluation.

- H. The final draft of the annual evaluation will be presented to the Library Director by the Consultant. Included with the annual evaluation will be scored areas and written comments from the evaluators' feedback.
- I. The annual evaluation will be reviewed and discussed in executive session meetings, unless the Library Director requests that it be conducted in an open meeting.
- J. As part of the annual evaluation process, The Board will work with the Library Director to establish goals and objectives for the next year. The Board and Library Director will confirm the date for a future Board meeting at which the Library Director will present the next year's goals and objectives for consideration and approval by The Board.
- K. The Board will determine if a market salary review is necessary and identify the external source to be contracted with in order to obtain a market salary survey for the Library Director's position. Any proposed increase to the Library Director's salary shall take into consideration market salary details, the District's budget and other responsibilities, and the overall results from the annual evaluation. The Board will approve any increase to compensation in an open meeting before a wage increase is authorized and paid to the Library Director





**JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
RELATIONSHIP COMMITTEE MEETING  
Medford Branch Library  
Board Conference Room  
205 S Central Ave, Medford, OR  
March 1, 2023, at 4:00 p.m.**

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**MINUTES**

**ATTENDEES AND NOTE TAKER**

Notes taken by: Val Nowak

Present at the meeting were: Kari May, Viki Brown, Ginny Auer, Susan Kiefer, Colette Boehmer, and Kevin Keating.

**CALL TO ORDER**

Kari called the meeting to order at 4:07.

**1. Committee (re)Orientation**

Kari reviewed the formation documents of the Foundation and summarized the past year.

**2. Cost split proposal for FY 23/24**

As the District and the Foundation move into Budget season, the proposed cost split between the District and the Foundation is 40/60 split, with the Foundation paying 60% of costs, and the District providing the rest.

The committee briefly discussed what would be the best interest of both organizations in terms of the cost split and looking toward long-term success.

The current MOU covers three years, and encourages the Foundation to become more self-sufficient. As the District is heading into the budget process, they need an answer to how much support they are giving the Foundation. The Foundation is gearing toward a study session focused on finances and fundraising forecasts, the committee felt this decision would best be addressed after that meeting. From the District's perspective, they are looking toward a stricter budget with more finite resources.

The committee then discussed what the the District needs with regard to assurance in Foundation fundraising in order to continue their support, as well as exploring milestones that may be used to measure success.

**3. Executive Director's Goals for FY23/24**

A copy of the Foundation Director's job description was provided, as well as a copy of previous goals from 2021, when Director Auer was first hired. Director Auer asked if the previously established goals may be continued. The Foundation is working towards establishing a Strategic Plan, which is one of the areas of the recommended goals.

**4. Next meeting – Late April/early May**

It was recommended that the MOU amendment discussion be tabled until after that topic has been brought to both the District's and the Foundation's Finance committees. The MOU should cover a forecast for future years. The District is willing to provide support beyond year three if the Foundation supplies a plan with realistic goals for increased financial independence.

**ADJOURNMENT**

Kari adjourned the meeting at 5:01

***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.*



## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Notes taken by: Val Nowak

Present at the meeting were: Kim Young, Maria Barrientos Shepherd, Kari May, Brittany Brite, and Kelda Vath.

### **CALL TO ORDER**

Kari called the meeting to order at 4:03 p.m.

#### **1. FY2023 Budget Process**

Finance Manager Brittany Brite lead the Committee through the upcoming budget process, and the committee reviewed the draft PowerPoint for the upcoming budget committee work session on March 29. Committee members provided input on the content and details to be included and asked for clarification when needed. The Committee then discussed the 5-year forecast and when a mil levy increase may be warranted.

#### **2. Finance Policy reviews**

Library Director Kari May Brite walked the Committee through the Financial policies scheduled for review, and the Committee discussed the changes needed. Modifications will be made to the policies before they are brought to the Board for further review.

### **ADJOURNMENT**

Kari adjourned the meeting at 5:05

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#### ***Finance Committee Purpose Statement***

*The Finance Committee will provide oversight of the District's finances and ensure the District is operating within its established policies regarding fiscal management.*