



MINUTES

ATTENDEES

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

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), Katrina Ehrnman-Newton (Adult Services Coordinator), Brittany Brite (Finance Manager), Lorna Hilke (Central Area Manager), Carrie Turney Ross (Outreach and Programming Area Manager), Parvaneh Scoggin (Technology and Innovation Manager), Jacquelyn Bunick (legal counsel), and Joseph Carr Ritchie (substituting as Executive Assistant).

Guests: Aria Bettinger, KDP

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:02 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

New Jackson County Library Foundation board member Phil Meyer and staff member Kate Lundquist were introduced, followed by Lower Rogue Area Manager David Haywood and Central Area Manager Lorna Hilke.

CONSENT AGENDA

MOTION: President Dziura requested to add a discussion regarding the annual Board retreat to the agenda. The amended agenda and consent agenda were approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director Kari May introduced Katrina Ehrnman-Newton, Adult Services Coordinator, who highlighted activities of the 2022-2023 Rogue Reads Program. This year's efforts focused on music and community and featured titles for four distinct age groups accompanied by system wide programs. The Foundation funded giveaways and Take and Make program materials. Hunter Communications was a sponsor. Ehrnman-Newton presented notable statistics regarding the program and wrapped up with an overview of the prizes given.

May shared that the first week of expanded hours at all branches saw a 50% increase in visits over same week last year. White City led with 188 patrons on a new open day, while the tiny branch at Butte Falls welcomed 74 visitors on their first Saturday. Dziura commented that he was pleased to hear of Magnet Day programming and *Top Gun* showings; Barrientos-Shepherd commented on the partnership with In-N-Out Burger to encourage kids to read.

Jackson County Library Foundation Report

Executive Director Ginny Auer reported on behind-the-scenes tours on Fridays, the Library Giving Day letter campaign raising \$27,000. The Foundation Board completed a study session focusing on fundraising efforts. Major

projects identified include the Phoenix pollinator garden, the Dolly Parton Imagination Library, and book lockers installation at rural branches.

Quarterly Financial Report

Finance Manager Brittany Brite reported that property tax and other revenue sources had exceeded expectations, and that the hours expansion personnel costs of \$8M came in under budget. Brite detailed Ashland HVAC funding sources and said that roof replacement for that branch would be pushed to next year.

NEW BUSINESS

FY22 audit

KDP public accountant, Aria Bettinger, said that the audit her team conducted determined that JCLS statements were “appropriately presented,” which is the best possible rating. The audit reflects the accounting change to add the Foundation as a component unit and for leases, which are now recorded in the financials as right-to-use assets and lease liabilities, and no longer as expenses. Recommendations were made for enhanced internal controls. Director Brown asked whether the finance committee would look into the recommendations, and Brite confirmed that they would.

Technology Plan

Assistant Director of Support Services Kelda Vath presented an updated three-year Technology Plan. Director Kiefer asked about measurements of success; Vath replied that the budget would be the measurement along with meeting strategic plan objectives. Barrientos-Shepherd asked about the radio frequency identification (RFID) system proposed to replace the present bar code system; Vath replied that this would be a large change to the system that would open up new possibilities such as whole stacks of items checked out at once. The change would enable more self-service, both checking out and checking in. Those attending the Oregon Library Association convention in Bend will see RFID in action there. A transition to RFID would come with a substantial workload and cost and is not planned for the next fiscal year. Brown asked whether to expect book lockers beyond the two currently planned; Vath confirmed that there are plans for additional book lockers.

Motion: Director Kiefer moved to approve the revised Technology Plan FY23-FY25. Director Brown seconded, and the motion was approved unanimously.

COLA Recommendation

Human Resources Manager Brynn Fogerty proposed a cost-of-living adjustment (COLA) of 5% for FY2024. Director Kiefer asked what data had been used in determining this amount, and Fogerty replied that Human Resources had arrived at this figure by looking at what cities, other districts, educational institutions, and the same libraries as last year were paying. Library Director May clarified that more places had been asked for data than before, but that everyone’s asking at once.

Motion: Director Brown moved to approve a 5% COLA for FY24. Director Barrientos-Shepherd seconded, and the motion was approved unanimously.

JCLF/JCLD Relationship Committee MOU

Brown reported on the MOU with the Foundation, currently in its third and final year. The Foundation and Finance Committees brought forward a recommendation that for Year 3 of the MOU, 20% of operating costs would come from the Foundation, with the remaining 80% provided by the District. Additionally, Foundation Executive Director Ginny Auer will be leaving the service area but asked to be allowed to work remotely through the end of the agreement. The Relationship Committee agreed with these recommendations. Director May clarified that the change in split would help put the Foundation on more solid financial footing. Young asked who decides whether remote work will work, and whether the Board has say in the matter. May said that she will be in communication

with the Foundation board and make sure that they are comfortable with the details of the remote work arrangement. Kiefer expressed past distress at turnover in the Foundation, and that she was reassured by the continuity Auer has brought. The Board provided direction to May to proceed with the 80/20 split for the MOU Amendment for Year 3.

Board Retreat

Director Dziura opened the floor to discussion about planning for the Board's annual retreat, which is usually held in July. He noted that with a new member, and an election in May which may result in additional new board members, including team building as part the retreat is important. Director Kiefer commented that previous retreats have focused on planning, team building, and big picture matters. The Board agreed that they want to focus on the big picture and the year ahead. Young suggested that members could do some independent study ahead of time so that they could focus on the local community at the retreat. Brown suggested including clarity of roles of the board versus the Director and staff. The Executive Committee will discuss options and propose a tentative agenda to the Board.

UNFINISHED BUSINESS

Security

Library Director May updated the Board on security concerns at Medford Branch Library. The Library entered into a contract with Northwest Defense Contractors (NWDefCon) for security. May worked with the Marketing Department to draft a response to the recent *Rogue Valley Times* article. Staff are looking into changes to the Rules of Conduct, which will be brought to the Board at a future meeting. May recognized that over the past few years, the social services work has shifted from the original vision of referral to service providers to some direct provision of services, and she is working with the Social Services team to rebalance those services. Morning Hours will shift from weekly to biweekly, and the Social Services team is looking for an outside location to host the program in the future.

City of Medford staff, including the Police Department, as well as RVTD and RCC, have been updated on these developments; all remain committed to a joint downtown solution. The library has increased janitorial services as well as regular sweeps of restrooms and exterior spaces. Young asked about any upcoming signage or lighting changes. May replied the power to parking lights has been out due to vandalism and the City is working on replacing the lights. Additionally, the library is updating the camera system and looking at adding more exterior lights on the building. Barrientos-Shepherd asked about a power washing contract; May replied that the library has one with Pathways, which provides the service quarterly and as needed. Facilities Manager Crystal Zastera added that winter conditions made washing difficult. Kiefer remarked that the crush of people seems to have abated; May suggested this may in part be due to ebb and flow that happens with weather.

Dziura commented that he has heard from city officials, RVTD, RCC that they are committed to communicating and cooperating to address safety and security downtown. Dziura noted that, though the Social Services team helps to provide and refer patrons to local resources, the library is not solely responsible for security concerns downtown. City officials relayed that they had met a representative from NWDefCon, and the City Manager expressed thanks. May mentioned that the Downtown Medford Association would be hosting a meeting next week about safety and security concerns in the downtown area. Brown reached out to Steve Lambert of county roads and parks, who will be taking over Greenway management. Dziura reaffirmed a commitment to working with partners.

At 5:20pm, the Board adjourned into executive session pursuant to ORS 192.660(2)(f), during which the Board and the Library Administrative Team discussed the contract with Northwest Defense Contractors (NWDC), represented by Todd Kirkendol.

The Board reconvened into regular session at 5:48pm.

Motion: Following the executive session, Director Dziura moved that JCLS enter into a contract with NWDC for four weeks. Director Kiefer seconded, and the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

Kiefer reported that the Facilities Committee met with Pathways to review the proposed contract for the next fiscal year. She noted that they need to increase their cleaning schedule, particularly at the Medford Library. The Committee was also included in the annual meeting with the County to discuss the Facilities and Maintenance contract. Finally, Kiefer reported that the Ashland HVAC replacement project remains on track.

Finance Committee

Young reported that the Finance Committee reviewed the audit before it was presented to the Board, and that Finance Manager Brite is working on recommendations around the reconciliation process from the auditor's letter

ADJOURN

President Dziura adjourned the meeting at 5:59 p.m.

/s/ Joseph Carr Ritchie

Recording Secretary