



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), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:03 p.m. Roll call was taken, and the Land Acknowledgement read.

CONSENT AGENDA

Director Dziura removed the SOHS Contract Amendment from the Consent agenda, and this item will be brought forward at a later meeting. He also noted that the Suspension Guidelines will not be presented at this meeting.

Without objection, the agenda was approved.

MOTION: Director Kiefer moved to approve the consent agenda. Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2023-2024 BUDGET

No public comment was received.

ADOPTION OF FISCAL YEAR 2023-2024 BUDGET AND APPROPRIATIONS

On May 3, 2023, the budget was approved by the Budget Committee. Finance Manager Brittany Brite noted a change to page 58, correcting a two-step increase to the approved one step. The budget narrative remains correct.

Resolution 2023-04 adopting Fiscal Year 2023-2024 Budget, Making Appropriations, Imposing and Categorizing Taxes

Director Kiefer moved to approve Resolution 2023-04. Director Shepherd seconded the motion. The resolution was approved by a unanimous roll call vote.

REPORTS

Library Director's Report

Director May introduced Youth Services Coordinator Brystan Strong, who presented an overview of the 2023 JCLS Summer Reading Program. She highlighted the Beanstack program and app, which tracks progress and communicates achievements to patrons as well as allowing library staff to gather usage statistics. Families can register under one account and track each member individually. Strong thanked the Marketing department for all of their hard work creating structure and rewards for the program. The library is partnering with local businesses

and presenters to offer programs and prizes for all ages.

May then highlighted items from the report, including celebrating that the H-VAC project in Ashland is near completion. She noted that two hours prior to the meeting, Oregon State passed legislation funding the Dolly Parton Imagination Library, which will provide half the costs for all eligible children. She also shared news that SOHS unfortunately had a roof leak and sustained water damage in the Archives. She will continue to update the Board regarding their recovery process.

Director Brown noted that the video game collection is very positive news and appreciated that they were focused on family togetherness. Brown then asked regarding the employee survey. May shared that results are forthcoming and summaries will be shared with the Board in the future.

Jackson County Library Foundation Report

Executive Director Ginny Auer summarized her report, which contains a overview of the past year and a forecast of priorities for the forthcoming fiscal year. She noted that Library Giving Day was successful and brought in over \$3,000. A direct mailing effort was also effective. The Board developed their fundraising priorities for the upcoming year based on JCLS' Strategic Plan. The Foundation will focus their efforts on the Phoenix library outdoor space revitalization, specifically the pollinator garden and beehive. DPIL continues to be supported by the Foundation, in partnership with local Rotary Clubs. Book Lockers are the final priority area, with the first unit being installed in Shady Cove in Fall 2023. Director Shepherd asked if the Foundation had looked into grants for the projects, and Auer responded that six grants applications are currently underway.

Financial Report

Finance Manager Brittany Brite noted that everything was on track, and the HVAC project is complete pending a final test in July. The project remains under the budgeted amount. Director Kiefer asked why Staff Training and Recognition came in under budget. Brite noted that Staff Day was moved from the Spring to the Fall, which accounts for it.

Director Shepherd asked regarding bank fees and interest expenses. Brite explained that bank fees covered the transfer fees from LGIP and credit card transactions. There are rarely interest costs, but that amount is usually more of a buffer. The fees also include the contract with a company that allows patrons to pay their fees online, which contains a cost per transaction fee. May concluded the report by acknowledging Brite for her services as the Finance Manager for the past two year and noted that she will continue to assist with the upcoming audit past her final day on June 30.

Motion: Director Brown moved to accept the report as presented. Director Kiefer seconded, and the motion was approved unanimously.

UNFINISHED BUSINESS

JCLD Annual Retreat

Director May confirmed the date as July 22 at the Eagle Point library from 9:00 a.m. - 4 p.m. Stephanie Chase will be the facilitator for the day, and she will meet with each board member prior to the retreat. May noted that the board self-evaluation was sent out earlier in the day and the responses will be compiled before the retreat.

NEW BUSINESS

Collection Development Policy

Dziura summarized the policy committee meeting, and commended staff for their thoughtful research into the review process. May noted the changes made to the policy, notably incorporating LoT into the policy and clarifying the reconsideration process.

Shepherd commented that the policy reads well, but stated that she has received comments that community

groups feel that they are not being represented in the collection, particularly curriculum utilized by homeschoolers. May noted that items are removed usually due to condition, and that popular items are replaced. As the collection is reviewed, community needs are considered. The average life for an item in the collection is 3-5 years.

Motion: Director Keifer moved that the collection development policy be approved as presented. Director Shepherd seconded, and the motion was approved unanimously.

Finance Policies

Both the Finance Committee and Policy Committee reviewed the changes to the finance policies and recommend them for approval. Director Kiefer asked who is meant by vendor in Policy 2-1, Financial Management, in the section related to billing and receipts. May replied that the language encompasses any funder, such as Friends Groups and program presenters.

Keifer then asked about the instances of the words “should” in the policies, and whether they should be replaced with “shall.” While much of the language in the policies are legal requirements suggested by auditors, it was agreed that the policies should be reviewed again and brought to the Board at the next meeting.

Director Shepherd asked regarding public contracts, and compared it with vendor choice, under formal bidding. When RFPs are issued, section F addresses and follows the guidelines under the State Procurement Office. Any costs above \$150,000 go to a formal bidding process. Some RFPs are issued for the amounts under this amount, such as the book locker project and Facilities Master Plan. There is discretion left, but efforts to ensure best choices are always considered. Legal noted that the policies comply with statutes.

Rules of Conduct Policy and Suspension Guidelines

Director Brown summarized the policy committee meeting between committee and staff and shared the recommendation that the policy should be approved.

Bunick observed that some of the provisions should allow more clarity on what is not appropriate conduct in the library. While the policy is worded to be positively worded, some of the provisions could be made clearer. May noted that many of these concerns will be addressed under the suspension guidelines, which will be presented at a later meeting. The suspension guidelines will be used to enforce suspension when prohibited actions occur.

Director Kiefer recommended that the document be worded as being different from guidelines. Director Young asked that the policy and guidelines be printed and made available at all branches.

Director Dziura commented that the committee was provided an initial review of the guideline draft. The Rules of Conduct Policy was revised to provide clarity in behavioral boundaries. The suspension document will address prohibited behaviors and consequences of breaking them. The policy in question will allow the guidelines to be enforced.

Motion: Director Dziura moved that the Rules of Conduct policy be approved as presented. Director Brown seconded, and the motion was approved unanimously.

Officer Elections

Director Dziura recommended that the members of the Board consider potential officer positions for the upcoming fiscal year and noted that Director Brown is willing to serve as President. He noted that having a strong Executive Committee is vital to the effectiveness of the Board. Director Kiefer noted that the position of Vice President is often used as training to become president the following year.

Security Contract

Assistant Director of Public Services Joan Vigil summarized the RFP process to award a contract for security services. The review committee recommends the contract be awarded to Northwest Defense Contracting.

Director Kiefer asked if the Concierge would still provide night services, and no indication has been given otherwise.

Motion: Director Dziura moved that the Board approve the security contract to Northwest Defense Contracting. Director Kiefer seconded, and the motion approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Director Kiefer asked what avenues exist for how the Board can respond when they receive comments or communications from community members. Dziura replied that if a board member felt that action or discussion was needed by the Board, they should ask the Executive Committee to add it to a meeting agenda. They may also direct the Library Director to research and respond, the result of which would be communicated to the Board.

Director Young acknowledged and commended the DART Van for the services they provided at the Juneteenth celebration in Downtown Medford.

Director Shepherd asked if the Central Avenue waterfalls had been evaluated. May responded that the mechanics are not currently operational, and that after additional review, Jackson County Facilities Maintenance recommended that they remain off. The Board asked that a cost estimate be made for repairs, and that a summary of the review be provided.

Director Young recognized and thanked Director Dziura for his service on the JCLD Board of Directors.

ADJOURN

President Dziura adjourned the meeting at 5:28 p.m.

/s/ Val Nowak

Recording Secretary