



MINUTES

ATTENDEES

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

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), Thomas McLanahan (Finance Manager), Riley (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

Acting Chair Viki Brown called the meeting to order at 4:02 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Oath of Office

Business Librarian and Notary Roslyn Donald issued the oath of office to Board Members Susan Kiefer, Marissa Barrientos Shepherd, and Kevin Keating.

Officer Elections

Director Brown opened the floor to officer nominations for FY2023-2024. Director Kiefer moved to nominate Director Brown for the position of Board President. Kim Young seconded the motion, and Director Brown accepted the nomination. The motion was approved by unanimous vote.

Director Keating moved to nominate himself for the position of Vice President. Director Kiefer moved to nominate Director Young for the position as well. Director Keating seconded the motion nominating Director Young, and Director Shepherd seconded the motion nominating Director Keating.

With Directors Kiefer, Young, and Brown voting for the election of Young, and Directors Keating and Shepherd voting for the election of Keating, Director Young was elected to the position of Vice President.

CONSENT AGENDA

MOTION: Director Keating moved to approve all items on the consent agenda. Director Young seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director

Library Director May shared highlights from her written report. She noted that the video game collection has been very popular, and that the ASL sign language Storytime videos have been well received. JCLS joined the Urban Libraries Council in June. May concluded by giving a brief progress report on the book locker installation project in Shady Cove.

Director Young asked how the morning hours transition project has been going, and who the library is partnering with. The morning hours program has been moved to Max's Mission, next to Hawthorne Park. Brown noted that she

was glad to see attendees so enthusiastic about the Wildlife Images program.

Director May then showed a brief video presentation on the life cycle of a book within the library.

SOHS Report

May introduced SOHS Archivist Jan Wright, who reported on the first half of the year for SOHS. In-person visits have increased, and she acknowledged the efforts of volunteers. She noted that there have been over 4,000,000 hits on the website, which have resulted in over half a million visits. She noted collaboration with the SOU Archives department, who are helping SOHS in the effort to get all of the glass-plate negatives digitized. Wright updated about the water damage to the SOHS building previously reported and shared that the archives were largely spared. Two boxes needed restoration, but most of the damage is limited to the building itself. Staff are very thankful that the contents were spared. The damages required a four-day closure, but the library has now reopened, and she invited all the board members to come in and tour the facility.

UNFINISHED BUSINESS

Finance Policies

The Finance policies that had been presented at the previous meeting have been reviewed and updated with the suggested language delineating between occurrences of should and shall.

Motion: Director Keifer moved to approve the Financial Policies as presented. Director Shepherd seconded, and the motion was approved unanimously.

Suspension Guidelines

Director Brown introduced Assistant Director of Public Services Joan Vigil, who presented an overview of the guidelines and explained how the tables would be used by library staff and security to provide clarity regarding suspension. Director Young asked how many suspensions are currently active. Vigil stated that there are approximately twenty active suspensions, with varying lengths. Information regarding the suspensions is shared with library staff in order to provide consistency and clarity.

Vigil noted that if the length of a suspension is a month or longer, the individual is required to have a meeting with staff regarding behavioral expectations before the suspension is lifted. May noted that RVT and RCC are trying to make processes in alignment with each other, and this document would help to provide that.

Motion: Director Kiefer moved that the Suspension Guidelines be approved as presented. Director Keating seconded, and the motion was approved unanimously.

NEW BUSINESS

District Organizational Items

May opened the floor to discussion regarding adjustments to the District Organizational Items, including the regular meeting time. Director Keating asked if moving the paper of record to the RV Times would be appropriate. May responded that the paper had not been in print for twelve months, which is a requirement for legal notices. She noted that the paper of record would likely transition once they meet the requirements.

Director Young asked if the meeting times could be moved to a Monday or a Thursday. After discussion, the Board decided that the JCLD Regular Board Meetings would occur on the third Monday of the month at 4:00 pm.

Motion: Director Keating moved to approve the organizational items as amended. Director Young seconded, and the motion was approved unanimously.

Committee Assignments

Director Brown gave an overview of JCLD committee expectations and processes, and invited members to consider where they might like to serve. Director Kiefer asked about designating a board member to handle responses to patron and community correspondences. That responsibility will rest with the Board President as part of the duties of the media liaison.

While committee assignments do not have to be confirmed at this meeting, May opened the floor to interested

parties. After discussion, Committee Membership was approved as follows:

Advocacy: Directors Kevin Keating, Kim Young

Policy: Viki Brown, Kevin Keating

Finance: Kim Young, Marissa Shepherd

Statistics: Kim Young, Marissa Shepherd

Facilities: Susan Kiefer, Kevin Keating

RVCOG Liaison: Viki Brown, with Kim Young as alternate

Jackson County Library Foundation Liaison: Susan Kiefer

JCLD/JCLF Relationship Committee: Susan Kiefer, Viki Brown

Media and Correspondence Contact: Viki Brown

May noted that with Director Keating's election to the JCLD Board, a citizen's vacancy has opened on the Budget Committee. Recruitment will take place later this year. May will determine if any other Budget Committee terms expire at the end of 2023.

Director Contract Extension

Director Brown provided a summary of the process behind the contract extension recommendation of increasing Director May's base salary at \$165,000, which includes the 5% COLA that all staff received, as well as a 5% market adjustment, based on the salary study conducted by HR Answers. Director Young explained the conversations with HR Answers in more detail. After a question from Director Kiefer regarding HR Answer's data source for the salary study, Young clarified that most of the data points came from other library systems. Other sources were state matches in level of responsibilities and duties, as most of the library data points were single-branch systems. Director Brown then shared the recommendation to increase Director May's vacation accrual rate from 160 hours to 200 hours per year. The Executive Committee recommended moving to a rolling cap set at 240 hours, 40 hours beyond the annual accrual rate, which is consistent with the policy in the District's Employee Handbook.

MOTION: Director Young moved that the Library Director's contract extension be approved, and the vacation accrual process adjusted as recommended. Director Keating seconded the motion. The motion was approved with Directors Brown, Keifer, Keating, and Young voting in favor. Director Shepherd abstained from the vote.

At 5:31, the Board adjourned into an executive session pursuant to ORS 192.660(2)(3). The executive session was adjourned and the Board rejoined the public session at 6:30. The Board did not take action or make a decision as a result of the session.

COMMITTEE AND BOARD MEMBER REPORTS

May made note of the future meeting occurrences and highlighted the conferences that will be offered during the upcoming months.

ADJOURN

President Brown adjourned the meeting at 6:35 p.m.

/s/ Val Nowak

Recording Secretary