



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD OF DIRECTORS REGULAR MEETING**  
Medford Branch Library  
Board Meeting Room  
205 S Central Ave, Medford, OR  
August 21, 2023, 4:00 p.m.

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## 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: 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), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant). Library Director Kari May was absent.

### CALL TO ORDER/ROLL CALL

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

### INTRODUCTIONS / PROCLAMATIONS

None

### CONSENT AGENDA

Director Brown noted that there would not be an executive session held at the meeting.

**MOTION:** Director Kiefer moved that the meeting agenda and consent items be approved as presented. Director Keating seconded, and the motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Assistant Directors Vath and Vigil presented highlights from the Director's Report. Vigil talked about the Stuffed Animal Sleepover that took place in Central Point, which was very popular. The Board commented that the program was very cute. Eagle Point participated in the Star Spangled Everything Fair, which resulted in almost 700 interactions. Director Brown attended the event and noted that it was nice to have the library involved.

Director Vath discussed the reclassification of graphic novels, which will gather them under one collection and make them easier for patrons to find. She also highlighted the search engine update as well as the accessibility enhancements found on both the JCLS website and catalog.

Director Young then asked how many days the Ashland Library had needed to close due to the HVAC issue. When Director Vath confirmed that the library had been closed three days, Director Keating asked if the HVAC repair company could reimburse the district for the loss of services.

#### FY 2023 Annual Financial Report

Finance Manager Thomas McLanahan presented an overview of the financial report. Director Young asked why the utilities had come in so below budget, especially with the hours increasing. McLanahan could not speak as to why

the amount had been estimated, but that he would look into it and that historical data would be taken into account. Director Keating asked why the grants amounts were higher than what was budgeted. More grants had been applied for and were received than were anticipated. It is unknown as to whether this will be consistent in the future. The Board discussed the report and agreed to table the approval. Young noted that she would email further questions to McLanahan to answer at his convenience.

**MOTION:** Director Keating moved to table the agenda item until a future meeting. Director Kiefer seconded, and the motion was approved unanimously.

### **Statistical and Strategic Plan Report**

Assistant Director Vath provided an overview of the statistics recorded from the past six months. Kiefer asked if it was known why circulation went down in June; Vath replied that it was possibly due to the Ashland HVAC closure. Director Shepherd noted the progress seen post-pandemic has been notable.

The Board then briefly discussed WI-FI access at the branches. Currently, access is enabled 24/7. Director Keating asked if it would be appropriate to turn it off from 2:00-6:00am. Vath noted that it is difficult to determine if there is significant use of the service in the later hours. Brown noted that, especially in the rural branches where internet access is limited, it is vital that WIFI be available at the library.

The Board also discussed the Library of Things. Director Keating asked if there was any way to tell if the wait times for items prevented any reservations, and whether it was possible for the Library to purchase multiples of popular items. Vath explained the reasoning behind a reservation versus a hold, and that it enabled patrons to request an item during the time that it was needed. While the Library of Things catalog is currently housed in MyTurn, JCLS is looking into whether it will be possible in the future to incorporate it into Aspen/Koha.

The report concluded with a brief discussion regarding the definition of a social services referral, and what a typical referral looks like. The Board expressed interest in a more thorough overview of the department's services at a future meeting.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **Facilities Master Plan**

Vath updated the Board on the RFP process for the Facilities Master Plan. The Facilities Committee met to evaluate the two proposals submitted. Once the scoring process is finished, a Notice of Intent to Award will be issued, likely in late August. A contract will be brought to the Board at a future meeting.

Director Kiefer noted that both of the proposals are very different, and that each of them are strong contenders. Each of the proposals came in over the estimated amount.

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

Kiefer noted that the Ashland HVAC project continues but should wrap up on schedule. Brown asked regarding a timeline for other HVAC timelines for other branches. Kiefer replied that it would be discussed as part of the Facilities Master Plan, and that a meeting with the County will be upcoming as well.

On behalf of the Finance and Statistics Committee, Director Young noted that a data and analytics position will be posted for the District soon.

Director Brown announced that an Ad-Hoc Director's Evaluation Committee had been formed. Directors Brown and Kiefer, along with Library Director Kari May, will work to organize the director's evaluation process for 2024. Brown also noted that there will be upcoming work sessions to discuss the board self-evaluation as well as SDAO roles and responsibilities for Board Members.

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

Director Brown commented that JCLS Staff Day is September 15 in Ashland. Board Members are welcome to attend.

#### **ADJOURN**

President Brown adjourned the meeting at 5:02 p.m.

/s/ Val Nowak

Recording Secretary