



## **MINUTES**

### **ATTENDEES**

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Thomas McLanahan (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

### **CALL TO ORDER/ROLL CALL**

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

### **INTRODUCTIONS / PROCLAMATIONS**

Director Brown read a proclamation declaring October 1-7 as Banned Books Week 2023.

After a brief discussion on whether it was necessary for the Board to vote on proclamations, Legal Counsel Jacquelyn Bunick noted that proclamations are procedural and not an agenda item. There is not a rule that they need to be approved or rejected by the Board. Due to an objection by Director Keating, the proclamation was amended to be from the President, and not the whole of the Board.

### **CONSENT AGENDA**

**MOTION:** Director Kiefer moved approval of the consent agenda. Director Shepherd seconded, and the motion was approved unanimously.

### **ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

The Board heard comments from two audience members regarding meeting rooms and security concerns.

### **REPORTS**

#### **Library Director's Report**

Director May introduced Carrie Turney Ross, who presented a summary of the 2023 Summer Reading Program. The program was a success, and usage statistics increased across the board from previous years.

Director May then highlighted items from the Director's Report, most notably the UBOB program, which is a system-wide collaboration to offer Oregon Battle of the Books materials and programming to all patrons. She noted that the State Librarian had reached out to her in recognition of the program.

May thanked Kiefer and Brown for their attendance at JCLS Staff Day the previous week and awarded commemorative pins to board members that had visited all fifteen branches. The HR Department awarded other pins at Staff Day for staff development, recognition of coworker appreciation, and longevity of service. May noted that there are three JCLS staff who have served the district for twenty years or more. Staff Day was held at Southern Oregon University because the staff have outgrown the largest meeting room available at the library. She

concluded her report by providing an update on the book locker project at Shady Cove and described some of the ways the District is marketing the service. Director Kiefer noted she is looking forward to seeing the community respond to the new offering.

Director Shepherd asked that a copy of the State of the Collection report be shared with the Board when it is finalized.

### **Jackson County Library Foundation Report**

Foundation Executive Director Auer reported on the Foundation's progress with grant applications. She also noted that three new members had joined the Board. The Foundation and the Relationship committee are planning a JCLD/JCLF joint Board meeting, and further announcements will be sent out soon.

### **UNFINISHED BUSINESS**

#### **Fiscal Year End Annual Report**

The Board briefly discussed the report. Grants accounted for most of the discrepancies between line items: because the actual amounts of grants that will be awarded is unsure of when the budget is written, the restricted funds are always over-budgeted to compensate. It was also noted that the hours expansion was budgeted to start in January but not implemented until April. This resulted in lower personnel costs for FY22. Director Kiefer asked if there had been any questions or comments from the auditors so far, and McLanahan responded that everything was progressing smoothly.

**Motion:** Director Kiefer moved to approve the Fiscal Year-End Annual Report as presented. Director Keating seconded, and the motion was approved unanimously.

### **NEW BUSINESS**

#### **SOHS Contract Amendment**

Director May acknowledged that this agenda item was delayed being brought forward due to scheduling conflicts. Representatives from both boards met earlier this month to discuss the terms of the agreement. She shared the recommendation that the Board approve a six-month extension of the contract with SOHS, totaling \$15,000. The contract would be retroactive, beginning July 1, and lasting through December 2023. Further amendments or extensions to the contract will be discussed and brought to the Board by January 2024.

**Motion:** Director Keating moved that the six month SOHS contract extension be approved as presented. Director Shepherd seconded, and the motion was approved unanimously.

#### **Award of Facilities Master Plan Contract**

After summarizing the evaluation process, Assistant Director of Support Services Kelda Vath recommended that JCLD enter into a contract with Group4 for the Facilities Master Plan. May and Vath summarized the next steps in creating the Master Plan. Some branches will go through a condition assessment that will provide an estimate of the useful life of the facilities. There is data from a previous survey to consult for the remaining branches. May noted that Group4 provides other services not included in the base contract that may be entered into individually if necessary.

Kiefer noted that while the contract came in at over the original estimate, the company was impressive and offers significant services. Staff who worked with the company at prior work locations shared that they had had very positive experiences with them.

**Motion:** Director Keating moved to approve the contract with Group 4 for the Facilities Master Plan. Director Kiefer seconded, and the motion was approved unanimously.

#### **Staff Climate Survey Executive Summary**

In May 2023, JCLS partnered with Conscient Strategies to conduct a staff climate assessment. Director May began by describing the survey process and noted that the survey summary has been shared with all JCLS staff in a series of presentations, beginning with the Administration Team, continuing with managers and supervisors, and concluding with all staff. Some of the suggestions from Conscient Strategies to address the areas identified as needing improvement have already been implemented. Staff have expressed their appreciation for the survey and have been engaging with the solutions in place.

Kiefer and Shepherd asked if additional data would be made available. May stated that any Board member wanting additional information would be welcome to set up an appointment to talk with her further about the survey results. Kiefer expressed a concern that the survey was a key part of the strategic plan, and that there were items flagged in the report that she felt deserved further scrutiny.

Director Keating asked for further explanation of the neutrality comment as well as the concern regarding retaliation. Director May replied that there is already a no-retaliation policy in place in the staff handbook, and that it could be highlighted in Staff Connect in the upcoming weeks. The polarization was identified as stemming from when organizational values and guiding principles come into conflict with individual values. The Admin team is working on ways to provide staff appropriate opportunities for input and avenues for feedback and better communication.

#### **Paid Leave Oregon Policy – Brynn Fogerty**

HR Manager Brynn Fogerty gave an overview of the policy, which is required after Paid Oregon Leave was adopted and approved by the state. The Special District Association of Oregon (SDAO) and consultants HR Answers recommended the suggested policy. JCLD chose to use a third-party administrator rather than the State plan, because though the plans cost the same and offer the same benefits, MetLife offers more control and assistance for employees and HR staff. The State has approved the MetLife policy as meeting their paid leave insurance criteria.

**Motion:** Director Kiefer moved that the Paid Leave Oregon Policy be approved as presented. Director Keating seconded, and the motion was approved unanimously.

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

Brown noted that she, May, and Executive Assistant Val Nowak will be attending a SDAO conference later in the week. The next regular board meeting is October 16<sup>th</sup>, and October 18<sup>th</sup> will be a joint board meeting between the District and the Foundation. Further details will be sent out later.

#### **ADJOURN**

President Brown adjourned the meeting at 5:43p.m.

/s/ Val Nowak  
Recording Secretary