



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
December 11, 2023, 4:00 p.m.

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), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

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

CONSENT AGENDA

MOTION: Director Brown amended the agenda to move the audit presentation and acceptance to the first item of business after reports in respect of the presenter's schedule. Director Keating moved to approve the agenda for the meeting as well as the items on the consent agenda. Director Young seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

2022-2023 Audit Acceptance

Director May introduced KDP auditor Aria Bettinger to present the audit. Bettinger noted that the financial reports fairly represent the organization, and the auditors gave the highest form of opinion they can provide. Nothing was identified as uniquely significant for the District. Bettinger noted that there are standard risks for entities of this type of organization. Finance policies have not changed from the prior year. Depreciation of capital assets and property tax are an estimate that are part of the audit process. Some adjustments were made to accounts payable and payroll. These are adjustments that administration were aware of, and they were areas that were already in the process of being addressed. Director May noted that the governance letter was not included in the board packet and will be shared with the Board separately. Management signed the representation letter.

Overall, there has been significant improvement over the prior year, and the audit was clean and submitted prior to the deadline. Young noted that having consistency with KDP as the auditing firm was appreciated and provided insights over time.

Motion: Director Young moved to accept the 2022-2023 Audit as presented. Director Shepherd seconded, and the motion was approved unanimously.

REPORTS

Library Director's Report

Facilities Master Plan Report

Director May highlighted items from the report such as the Shakespeare programming in Ashland that was promoted throughout the district. The Downtown Quest, in conjunction with the Medford Downtown Association, drew twenty-two participating downtown businesses. May acknowledged Business Librarian Roslyn Donald for her efforts. A report on the success on the program will be presented at the next meeting. Local TV news covered both the programs.

The community survey for the Facilities Master Plan launched, and to date, 450 responses have been received. May asked board members to forward it to anyone they thought would provide feedback. Pop-up surveys are happening at library and community events, and these efforts will continue throughout the upcoming weeks. The survey will remain open until the end of the year.

Director Shepherd acknowledged the success of the new JCLS app, noting that she has placed more books on hold because she found them in the app. Keating asked about the presentation at the Eagle Point Rotary meeting that Donald gave. Brown extended appreciation for Donald for her continued promotion of the Library.

Director Brown noted that the Eagle Point/Upper Rogue chamber was working on signed holiday cards, and that both the Eagle Point and Shady Cove libraries are drop-off points. She also appreciated the outreach of Project Cozy, and appreciated the partnership of students to be aware of the needs of other people in the community and that it brings people together during the holidays. Digital Services have reached out to the Manor and the Ashland senior center. Brown noted that patrons at any branch can request an appointment with digital services staff for one-on-one technology assistance. May noted the efforts at reducing isolation and loneliness.

Brown noted that the community survey provided an opportunity and obligation for board members to advocate and collect input. May reported that there have been at least two responses for every branch, all facilities, not just the larger service areas. She also reminded the board of the meeting in February for the Strategic Visioning Session and will send Board members a calendar reminder.

In closing out her reports, May highlighted the progress towards the goal to increase physical circulation by 25% this fiscal year.

Quarterly Financial Report

McLanahan presented an overview of the FY24 Q1 Finance Report. Overall, revenues and expenditures are on track, though fringe benefits expenses were unexpectedly high. Finance is reviewing the numbers to verify that the benefits have been allocated appropriately.

UNFINISHED BUSINESS

SOHS Contract

Director May noted the changes that had been made in the proposed contract and provided a brief summary of the history of the agreement. The Executive Committee met with SOHS representatives, and both parties are in agreement with the proposed contract as presented. Keating noted his appreciation that it was a five-year contract. He noted that SOHS would be willing to advertise more within their organization, such as having library card applications available. They also have copies of the event guide. Young asked who is responsible for monitoring compliance with the contract, and May replied that it is administration as well as the staff liaison's responsibility.

MOTION: Director Keating moved to approve the proposed contract with SOHS as presented. Director Young seconded, and the motion was approved unanimously.

Budget Committee Recruitment

Keating noted that the application is available on the District page of the JCLS website. David Mathieu's term expires at the end of the calendar year, and he is willing to serve another term. There is precedent for re-

appointing past members when their term expires. Completed applications can be sent to executive assistant Val Nowak. The deadline for submissions is Friday, January 19, 2024.

NEW BUSINESS

2024 Holidays

HR Manager Brynn Fogerty shared proposed holiday calendar, which includes the recommendation to add Indigenous Person's Day as a paid holiday, as well as the addition of a floating holiday.

Young asked what the cost analysis is. It is budget neutral, given that the staff will be paid their regularly scheduled hours, though in some situations, bringing in staff may be needed to cover a shift. It would result in one day less of library services.

Regarding the recommendation to add a paid floating holiday, Fogerty noted that with the increase in staff diversity, more staff are requesting time to celebrate culturally significant holidays. For staff members who may not have accrued vacation time, it will be valuable and personally significant. Keating asked why this discussion was not included during the budgeting process and noted that a floating holiday is more of a benefit than a holiday. Shepherd noted that it was appealing for recruitment and retention. Fogerty noted that state and local organizations have comparable practices. JCLS used to have a floating holiday, which was removed when Juneteenth was recognized as federal holiday. School closures are also in alignment with any state institution. Brown asked regarding library use during the holidays, and shared a concern that in smaller branches, the impact on users might be greater.

MOTION: Keating moved to approve the holiday closure dates with the addition of Indigenous persons day. Director Young seconded. Director Shepherd voted against, advocating for the addition of the floating holiday. The motion passed, with Directors Keating, Young, and Brown voting for, and Director Shepherd voting against. The Board agreed that the floating holiday option will be considered during the budget process.

January Board Meeting

Director Brown recommended that, with the January meeting scheduled to be on January 8 because of Dr. Martin Luther King Jr. Day Holiday on January 15, and the holidays at the end of the year, the Board not meet during January and reconvene on February 12, 2024.

MOTION: Director Young moved to cancel the January Board meeting. Director Shepherd seconded, and the motion passed unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Finance and Statistics

Young shared that the committee reviewed the information in the quarterly report and audit prior to the information being included and presented at the current meeting.

Relationship Committee

Brown shared that the primary focus of the meeting was on the charter and workplan. The addendum will be brought forward during the budgeting process.

FUTURE MEETINGS/EVENTS/OBSERVANCES

SDAO conference in Seaside in February. Anyone interested in attending should reach out to Val. The OLA conference is in April, and Board members are encouraged to attend.

ADJOURN

President Brown adjourned the meeting at 5:13 p.m.

/s/ Val Nowak

Recording Secretary