



## 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), Heather Scott (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Valor Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

In honor of Volunteer Appreciation Week, Director Brown acknowledged the volunteers at JCLS, including the board, Foundation members, Friends, and all the volunteers that selflessly give their time and talents to the Library.

### CONSENT AGENDA

Director Brown noted that there would not be an executive session during the meeting. Director Shepherd asked to move Resolution 2024-05 from the consent agenda into new business for discussion.

**MOTION:** Director Kiefer then moved to approve the agenda as amended. Director Keating seconded, and the motion was approved unanimously. Resolution 2024-03: To Authorize Checking Account, Designated Personnel and Signers, and Resolution 2024-04: To Authorize LGIP Account, Designated Personnel and Signers were approved by unanimous roll call votes.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Director May invited Community Librarian Evelyn Lorence and Librarian Kayla Samnath to come forward. They presented information on the Barriers to Bridges Rehabilitation Detention Center outreach program. They built a strong partnership with the center and students and gave an overview of the services they provide and some of their successes.

Director May then highlighted items from the written report, noting the new ability for Jackson County students to access Overdrive materials through the SORA app. She also thanked Director Shepherd for her contributions to the magic of science programming at the library.

#### Jackson County Library Foundation Report

Director May noted that the Foundation met their Giving Day goals and received over 150 donations.

### UNFINISHED BUSINESS

None

## **NEW BUSINESS**

### **Resolution 2024-05: To Authorize Credit Limit and Designate Authorized Cardholders**

Director Shepherd asked for clarification on who cardholders are, and why the limit was asked to be raised. Citing JCLS Financial Management Policy, there are currently eleven cardholders, and a twelfth is proposed to be added. Only area managers, directors, and a limited number of department heads are authorized as cardholders. They only make purchases with the cards when purchasing via invoice or check through the finance department is not feasible. Every purchase is coded and verified through the department afterward. The credit limit is proposed to increase to afford greater flexibility. It is estimated that spending will likely stay about the same, except in certain months such as conferences or in preparation for summer reading.

**MOTION:** Director Keating moved to approve Resolution 2024-05: To Authorize Credit Limit and Designate Authorized Cardholders. Director Kiefer seconded the motion. With Directors Brown, Keating, Kiefer, and Young voting in favor, and Director Shepherd against, the motion passed.

### **FY25 COLA Recommendation**

HR Manager Brynn Fogerty first shared the background that a Cost-of-Living Adjustment (COLA) recommendation is brought to the Board in April. A full salary survey is done every three to five years. She then briefly summarized the COLA methodology and shared the recommendation to approve the FY25 COLA at 3.6%. The Board briefly discussed the recommendation, as well as the organizations used as comparative data points. The comparables include other library systems, Special Districts in Oregon, and local City and regional governments.

**MOTION:** Director Kiefer moved to approve FY25 COLA at 3.6% Director Young seconded the motion. With Directors Brown, Keating, Kiefer, and Young voting in favor, and Director Shepherd against, the motion passed.

### **Auditor Contract**

May shared a recommendation on behalf of Finance Manager Heather Scott and the Finance Committee that JCLD enter into an engagement with KDP for auditing services for the year ending June 30, 2024. The District issued an RFP for auditing services in January 2024, and the Finance Committee met in April to review the proposals. May noted that KDP has performed the audit for the past three years, including a complex first year in FYE20. The Committee also recognized that fewer firms are performing municipal audits, and that the small response pool was not unexpected. The Committee agreed unanimously to recommend KDP.

**MOTION:** Director Kiefer moved to approve entering into an engagement with KDP for auditing services for the year ending June 30, 2024. Director Brown seconded, and the motion was approved unanimously.

### **HRIS Contract**

In late February 2024, PeopleStrategy informed JCLS they were acquired by Asure Software. The PeopleStrategy HRIS (Human Resources Information System) platform will sunset by August 2024. After a provided demo, it was determined that the Asure system would not fit the needs of JCLS.

On behalf of the HR and Finance Team (Selection Committee), Fogerty recommended entering into a contract with Paylocity. May noted that the cost estimates included in the board packet had been adjusted since publication and were lower than had been previously thought. Though the full cost is higher than PeopleStrategy, it includes more capabilities, and JCLS will be able to cancel other subscriptions. References were checked with the finalists and were positive. Asure has been made aware of JCLS' intent to cancel.

**MOTION:** Director Keating moved to approve entering into a contract with Paylocity. Director Kiefer seconded, and the motion was approved unanimously.

### **Board Member Recruitment**

Director May shared that Director Young is moving out of the District in the upcoming months and thus creating a vacancy for the remaining year of her term. An advertisement for the vacancy will be posted, and candidates invited to apply. She shared a sample packet and blank application with the Board and asked for their input. The vacancy will be posted on April 17<sup>th</sup>, with applications due on May 10. It was recommended that any interested parties attend both the Budget Committee Meeting on May 15 and the regular Board meeting on May 20. Candidates will be interviewed by the Selection Committee. The new Board Member will be appointed at the June 17 Board Meeting and be sworn in in July. The Selection Committee will be comprised of Directors Kevin Keating and Susan Kiefer.

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

#### **Finance Committee**

The finance committee met and reviewed the auditor proposals and discussed budget preparations.

#### **Relationship Committee**

The relationship committee is working on an extension to the MOU and on amending the document. The committee will meet again on May 1.

#### **Director's Evaluation Committee**

The committee met with the contractor to discuss and review documents related to the evaluation process. The committee reports the work is going well. Brown noted that an invite to a work session on May 13 will be forthcoming and will take place at the Medford Library. Kiefer noted that the United for Libraries session led by Maura Deedy was very worthwhile and recommended the other Directors attend if they are able.

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

Brown noted that April 16 is the Facilities Master Plan Listening Session. Each Board Member will be attending at a different branch.

### **ADJOURNMENT**

President Brown adjourned the meeting at 5:36 p.m.

/s/ Valor Nowak  
Recording Secretary