



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING

Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
June 17, 2024

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), Ryan Bradley (Marketing Manager), Carrie Turney Ross (Area Manager, Outreach and Programs), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

Guests: Marta Tarantsey, Eric Dziura

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:03 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

None

CONSENT AGENDA

MOTION: Director Kiefer moved to accept the agenda for the meeting and to approve the items on the consent agenda. Director Keating seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Cal Baze asked the Board to look into the underlying issues of why the water feature at the Medford branch is not operational, and recommended undergoing an analysis process of what it would cost to restore and upkeep.

REPORTS

Library Director – Kari May

Director May introduced Outreach and Programs Manager Carrie Turney Ross, who presented an overview of the upcoming Summer Reading Program. Director Brown thanked Marketing for sending the event guides out through the RV Times and noted her excitement for the cyclist author talk. May spoke briefly on some items from the report and noted that JCLS is in the final month of the year-long goal to increase the physical items circulated, and the hope is to set a record number of checkouts in June. She ended her report by encouraging the Board to do their part to help towards that goal.

Jackson County Library Foundation – Ginny Auer

Auer noted that the fiscal year is ending positively and said that she will be able to introduce the new Foundation Board members to the District Board next month. She and May presented last week at the International Public Library Fundraising Conference in Washington DC. Their presentation on the MOU and Foundation/District Interrelationships was very well received. They will repeat the presentation at the joint board meeting this Fall.

April 2024 Financial Report – Heather Scott

Scott summarized the District's financial standing as of April 2024. Overall, everything is on track as budgeted. Some of the accounts were over forecasted and will be re-allocated as appropriate. Expenses are proceeding as

expected.

The Board then briefly discussed that the District does not practice spending fund balances down to zero and noted that if there is a balance left in any account at the end of the fiscal year, it will roll over into the next.

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2024-2025 BUDGET

Director Brown opened the public hearing at 4:45. The Board heard comments from community member Eric Dziura, who spoke in support of the approved budget and the decision to raise the collection rate. Director Brown closed the public hearing at 4:47

ADOPTION OF FISCAL YEAR 2024-2025 BUDGET AND APPROPRIATIONS

Resolution 2024-06: Adopting Fiscal Year 2024-2025 Budget and Making Appropriations

MOTION: Director Young moved to approve Resolution 2024-06 adopting FY2024-2025 Budget and Making Appropriations. Director Brown seconded the motion.

Director Keating indicated that he was dissatisfied with the budget and would be voting against it. Director Shepherd noted her concerns with adding FTEs and her specific concerns with the Latinx Coordinator position. She questioned the position's necessity and communicated concerns that it may serve to further segregate the Spanish-speaking community. She asked if it would be possible to amend the budget and remove the proposed additional FTEs. Shepherd noted that not all constituents will be happy with the mil levy increase.

The Board further discussed the proposed new positions. One would add branch staffing in the Upper Rogue, and the other is a position in Collection Development. It was also noted that the Latinx Coordinator role would be starting midway through the year, and the selection librarian role would begin in the fourth quarter. May stated that the proposed budget adds a very minor increase in staff levels and budget impact, and that the proposed roles are positions that have been identified to help the system succeed and achieve the District's strategic goals.

Director Keating moved to amend the FY2024-25 Budget and remove the proposed Latinx Engagement Coordinator position and the Selection Librarian Position.

Kim Young asked to clarify his motion, noting that the Board needed to approve a dollar amount for the budget rather than specific positions. The Board then discussed the proposed positions' budget impact over the upcoming years. Young, noting that there had not been a second to Director Keating's motion, asked the Board to vote on the original motion to approve the budget. She acknowledged that the Coordinator position description may be imperfect and encouraged the Board to work with May to address their concerns.

With Directors Keating and Shepherd voting against, and Directors Brown, Kiefer, and Young voting in favor, the motion carried.

Resolution 2024-07: Imposing and Categorizing Taxes

MOTION: Director Young moved to approve Resolution 2024-07 Imposing and Categorizing Taxes. Director Kiefer seconded the motion.

Director Keating indicated that he would be voting against, stating that he did not think that the increase needed to happen now, or that it could be done incrementally.

With Director Keating voting against, and Directors Brown, Kiefer, Shepherd, and Young voting in favor, the motion carried.

UNFINISHED BUSINESS

Board Member Appointment

Director May asked to reorder the unfinished business agenda items in order to introduce the candidate whom the selection committee was recommending for appointment. Director Kiefer thanked Director Young for her service on the Board and briefly summarized the selection process. The committee, comprised of Directors Keating and Kiefer, and Library Director May interviewed eight applicants for the vacancy. Kiefer noted that all

of them were extremely strong candidates and commented that she hoped that most of them could be kept involved in Library business in the future. On behalf of the committee, she recommended that Marta Tarantsey be appointed to the Board. Director Keating noted his agreement.

MOTION: Director Kiefer moved to appoint Marta Tarantsey to the Jackson County Library District Board of Directors to serve the remainder of Director Young's term. Director Keating seconded the motion. Director Young thanked the committee and the Board. The motion was approved unanimously.

Marta Tarantsey then came to the table and introduced herself.

JCLD Annual Retreat Date and July Meeting Date Setting

The Board discussed dates for upcoming meetings, notably changing an upcoming work session date from June 24 to the 26. The Annual JCLD Board Retreat was set for Friday, July 19. Director Kiefer suggested Ruth Metz as a consultant. July's Regular Meeting remains on July 15th.

NEW BUSINESS

5-20 Naming Policy – Joan Vigil

Vigil began by summarizing the need for a Naming Policy and then presented an overview of the proposed policy. Director Shepherd asked if there were specific dollar amounts outlined in the policy. May clarified that the amounts were not included in the policy, but that the policy would be the guiding framework for those procedures. The proposed policy would guide naming opportunities with tiers tied to specific amounts in relation to future fundraising efforts, and the proposed tiers would come before the Foundation and District Boards for approval.

Director Kiefer asked what the term "branding guidelines" meant. Director May clarified that there are guidelines for fonts and colors when presenting library-branded materials, and that the policy was stating that any named items would also be subject to the guidelines.

MOTION: Director Shepherd moved to adopt JCLD Policy 5-20: Naming Policy. Director Keating seconded, and the motion was approved unanimously.

Advocacy Toolkit – Kari May

Director May shared the final draft of the Advocacy Toolkit with the Board. Over the past year, the JCLS Marketing Department worked with the Advocacy Committee to develop an Advocacy Toolkit. The toolkit is a simple yet robust document that provides a clear, consistent, and unified message for Board members, Friends and Foundation members, and can be used by anyone who is interested in championing the library in their community. She mentioned that the Oregon Library Association Legislative Committee is interested in a presentation covering the toolkit and action plan at the conference next year.

Now that the toolkit is complete, the committee will work on the Advocacy Action Plan. The action plan will expand on the advocacy calendar and give additional talking points and topics for each month.

COMMITTEE AND BOARD MEMBER REPORTS

Policy Committee

Director Brown noted that the committee reviewed the Naming Policy and reviewed and updated the policy review calendar for the upcoming year.

ADJOURN

Director Brown concluded the meeting by thanking Director Young for her time and input serving on the Board and wished her well in her new home.

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

/s/ Val Nowak
Recording Secretary

