



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD OF DIRECTORS REGULAR MEETING**  
Medford Branch Library  
Large Meeting Room  
205 S Central Ave, Medford, OR  
July 15, 2024, 4:00 p.m.

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## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Marta Tarantsey, 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), Hannah Harding (Legal Counsel), and Val Nowak (Executive Assistant)

Guests: Jill Eyres, Group 4 Architecture

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:06 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

Jackson County Library Foundation Director Ginny Auer introduced Patty Vanikiotis, who has recently joined the JCLF Board. She is experienced in writing and editing, and has a background in Language Arts and Theater. The Foundation is glad to welcome her to the Board, and she looks forward to contributing to their work. Kari May then introduced Hannah Harding, who will be filling in for Legal Counsel over the upcoming months.

### OFFICER ELECTIONS

Director Brown opened the floor for officer elections for FY25.

**MOTION:** Director Kiefer moved to nominate Director Brown to continue in the role of President. Director Brown accepted the nomination. Director Keating seconded, and the motion was approved unanimously.

**MOTION:** Director Tarantsey then moved to nominate Director Kiefer for the role of Vice President. Director Kiefer accepted the nomination. Director Keating seconded, and the motion was approved unanimously.

### CONSENT AGENDA

**MOTION:** Director Keating moved to approve the agenda and to accept the items on the consent agenda. Director Kiefer seconded. Director Tarantsey abstained from voting as she was absent for the meetings for which the minutes were up for approval. With Directors Keating, Kiefer, Brown, and Shepherd voting in favor, the motion passed.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Director Brown allotted a half hour for public comment. The Board heard from seven members of the community, who spoke against the removal of the Pride banner in the Ashland Library. Two community members spoke in support of the water feature at the Medford Library.

### REPORTS

## **Library Director**

Library Director Kari May presented highlights from the report, including highlights from Summer Reading Program. She concluded her report with an overview of the progress made toward the circulation goal. She also shared a screen shot of the newly redesigned JCLS home page, which is set to launch in the coming week.

## **May 2024 Financial Report**

Financial Manager Heather Scott began her report by stating that the financial department has been preparing for the FY24 audit. She provided a summary of the District's finances as of the end of May. The General Fund is at 89% of budget with only one month left in the fiscal year. Overall, the District's budget is in compliance and in good standing.

## **SOHS Report**

The Board was directed to review the written report included in the packet, as a representative from SOHS was not present at the meeting.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Facilities Master Plan Final Report Presentation**

May introduced Group 4 Architecture Principal Jill Eyres, who presented an overview of the Facilities Master Plan. She began by summarizing the approximately year-long planning process that assessed and developed improvement recommendations for all JCLS branches. They sought to engage the community through a variety of strategies, including community surveys and listening sessions, input from library staff, and a stakeholder workshop. This feedback was incorporated into the final report.

All of JCLS' facilities were built or significantly renovated in the 2000s when the County passed a bond measure for library facilities. Group 4 found that the buildings have been generally well-maintained over the past two decades, and even though they see many visitors and high circulation, they still look remarkably fresh and welcoming. However, many will be due for maintenance and updates over the next decade as building systems and finishes reach the end of their expected useful life and to address wear and tear from high levels of library use, especially with expected population growth. Maintenance and renovation is recommended for the majority of JCLS' facilities. Expansion is recommended for three locations where there is a particular need for significant additional space.

The most significant need is for a larger facility for the Central Point community. At the Butte Falls Library, it may be possible to expand by adding a new wing onto the existing building. Expanding the Jacksonville Library may require a new site, depending on the feasibility of expanding at its existing location. A new Central Point Library will require a new location. The Plan also explores the possibility of adding a centrally located operations center in the Medford area and an extended access point in Ashland. Director May thanked Eyres and commented to the Board that they would be welcome to move to approve it if they would like, but that they also had opportunity to have it come before the board again in August if they would prefer further time to review or discuss prior to taking action.

Director Kiefer noted that there was considerable work to do between any action adopting or accepting the plan and implementation of it. Eyres mentioned that the Deschutes and Multnomah Library systems had recently gone through the Facilities Master Plan implementation process with plans that had been facilitated by Group 4 and encouraged JCLS to reach out to them for their comments. After the discussion, the Board came to a consensus that they did not feel the need to bring the proposed plan to a future meeting.

**MOTION:** Director Keating moved to accept the Facilities Master Plan Final Report as presented by Group 4

Architecture. Director Kiefer seconded the motion.

After discussion by the Board on what the verbiage of the motion specified, Director Keating withdrew his motion.

**MOTION:** Director Shepherd moved to acknowledge receipt of the Facilities Master Plan Final Report written by Group 4 Architecture and accept the findings as presented, reserving the right to later discuss execution and implementation of it. Director Kiefer seconded, and the motion was approved unanimously.

### **Extension of Director's Contract**

Director Brown summarized that after completing the Director's evaluation, it is recommended that the Director's Contract be extended for another year with 3.6 percent COLA and a 3% increase, which is consistent with the increases received by other JCLS staff. Director Tarantsey noted that she would be abstaining from the vote as the evaluation process occurred prior to her appointment to the Board.

**MOTION:** Director Kiefer moved approval of the contract extension as presented. Director Brown seconded the motion.

The Board then briefly discussed the contract extension. Director Shepherd commented that the salary increase may be unpopular with constituents. She noted she would be in favor of voting to extend Director May's contract for another year, but would be opposed to the increase in salary. Director May clarified that her contract includes that her salary receive the same COLA as other staff in the same year.

With Director Tarantsey abstaining, Director Shepherd voting against, and Directors Keating, Kiefer, and Brown voting in favor, the motion passed.

### **District Organizational Items for FY2025**

Director Brown noted that Regular District Meetings will be moved to the third Wednesday of each month.

**MOTION:** Tarantsey moved to approve the organizational items for FY2025. Kiefer seconded, and the motion was unanimously approved.

### **Committee Assignments**

Director Brown summarized the indicated committee assignments in the agenda memo and asked if any Board members had changes they wished to make. She then asked if any members would be willing to attend the RVCOG meetings. Marta Tarantsey and Kevin Keating volunteered to attend.

Foundation Director Auer asked if an JCLF ex-officio had been assigned, and noted that in the past, Director Kiefer had served. Though it had not yet been assigned for the year, Director Kiefer noted she would be willing to continue in the role.

Following a question by Director Keating, Director May briefly clarified the role of staff members on committees. The primary purpose of committees is to help give the members sufficient information so that they are then able to bring forward a recommendation to the Board. The committees make regular board meetings more efficient by addressing questions and concerns prior to recommendation, reviewing information, and informing members about areas they may not be as familiar with.

**MOTION:** Director Keating moved to adopt the committee assignments for FY24-25 as presented, with the addition of Susan Kiefer to the JCLF Ex-Officio position. Director Tarantsey seconded, and the motion was approved unanimously.

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

Director Tarantsey asked that a work session be added to the Board's calendar to discuss the Ashland Pride Banner.

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

Director Brown summarized the upcoming Board events, noting the Board Retreat, Anniversary Party, and United for Libraries Virtual Conference.

### **ADJOURN**

President Brown adjourned the meeting at 6:04 p.m.

/s/ Val Nowak  
Recording Secretary