



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Ginny Auer (Foundation Executive Director), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Jacquelyn Bunick (Legal Counsel), Hannah Harding (Legal Counsel), and Loren Clupny (Staff Development Coordinator)

Guests: None

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

Director Brown read a proclamation declaring October 20-26 as Friends of the Library Week 2024.

CONSENT AGENDA

Director Keating asked to add a discussion about the letter from the Arts Commission as an agenda item. Director Tarantsey asked that the meeting have a target end time of 5:45.

MOTION: Director Keifer moved to approve the consent agenda. Director Keating seconded, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The board heard from two members of the community. The first brought up the Medford water feature and requested that the board take input from multiple sources. The second spoke about the design and planning of the Medford Library, including the Medford water feature.

BOARD ROLES & RESPONSIBILITIES

Legal Counsel Jacquelyn Bunick delivered training on the roles & responsibilities of the Board from a legal perspective. The training covered the authority of the board, where that authority comes from, and how it may be implemented. The training reviewed the following items:

- The Board's authority stems from State of Oregon Statutes and District Powers.
- The Board has both Legislative and Administrative powers, with the administrative powers being delegated to library staff, per best practices.
- The Board may not delegate Legislative powers and must approve policy. Board members must participate in Board meetings and vote.
- The primary responsibilities of the Board are to make policy-level decisions and to hire and manage the Library Director. Board members must vote on motions unless there is a conflict of interest. Further details can be found in the Board Handbook.

- The Board should act as a collective unit. Board members have no individual power and no authority to act individually. Board members may be delegated by the entire Board to act individually.
- The training also covered the role of committees within the board process. Committees are advisory in nature. Committees work to investigate, deliberate, analyze, and make recommendations to the Board in the form of a motion.

Director Kiefer, Director Keating, and Director Tarantsey asked clarifying questions about specific scenarios.

The Board adjourned for a 5-minute break.

REPORTS

Library Director's Report

Library Director May presented highlights from the September report, including the new bookmarks and stickers developed by the Marketing Department for fall. May also shared handouts for the Dolly Parton Imagination Library that are intended to be passed out to trick-or-treaters. Marketing Specialist Ryan Pfeil shared about the variety of video production projects that have been undertaken by the Marketing Department. The projects began early in the COVID-19 Pandemic with the creation of a cartoon series for patrons. Since then, many additional video productions have been made, including a video series to support individuals applying for citizenship in the United States, virtual story times, and a Southern Oregon documentary series. Over the last six years, the JCLS YouTube channel has steadily gained followers, nearing 1000 subscribers today. An upcoming project includes a documentary on a local video game company and an app that they are producing.

May also shared some recent events, including the awarding of the Ashland Library as Community Partner of the Year from the Ashland Chamber of Commerce and recent high numbers in new library card signups.

Jackson County Library Foundation Report

Jackson County Library Foundation Executive Director Ginney Auer shared highlights from the last month, including the Foundation's contributions to Staff Day items, updates with Dolly Parton's Imagination Library, the ongoing work with the Pollinator Garden at the Phoenix Library, and the upcoming joint Board meeting. Auer also highlighted the work of the marketing department that went into recent projects of the Foundation.

Staff Day

Director Brown shared appreciation to the Staff Day Committee for the work of putting together the day. She remarked on the topics that were covered in the breakout sessions including the session on Technical Services and Collection Development as well as one she attended about working with children in the library. Director Kiefer shared that she attended the session on AI and found it enlightening. Director Tarantsey shared that she attended the AI session, as well as the "So You Want to be a Librarian" session and had some excellent take aways. Director Keating was unable to attend a breakout session but enjoyed the keynote speaker.

UNFINISHED BUSINESS

None

NEW BUSINESS

State Annual Statistical Report

Assistant Director Kelda Vath shared the updated data spreadsheet that will be used to submit the State Annual Statistical Report. Director Kiefer inquired about a line-item categorized as "other" and Assistant Director Vath clarified what items were likely included under that category. Director Keating inquired about the transition of

the Library of Things into Koha, wondering if circulation of those items was expected to rise. Assistant Director Vath stated that she believed that it would increase due to the change.

Motion: Director Kiefer moved to approve the report as presented and submit it to the state. Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Privacy Policy

Assistant Directors Joan Vigil and Kelda Vath highlighted information from the cover memo, highlighting proposed changes to the Privacy Policy.

Motion: Director Kiefer moved to approve the policy. Director Keating seconded, the vote was unanimous, and the motion passed.

Letter from the Arts Commission

Director Keating brought the letter from the Arts Commission forward and opened discussion. Director Tarantsey suggested that the letter be directed to the Facilities Committee to consider at their next meeting when they discuss the water feature.

COMMITTEE AND BOARD MEMBER REPORTS

Relationship Committee

Director Kiefer reviewed the most recent Relationship Committee meeting. Topics that were discussed included collaboration with the Jackson County Library Foundation on the Facilities Master Plan. She also reviewed the benchmarks set on the MOU between the Foundation and the Board.

Data & Metrics Committee

Director Tarantsey shared that it was helpful to have the entire Board in attendance at the last Data & Metrics Committee meeting.

Policy Committee

Director Keating shared that the last meeting of the Policy Committee was productive.

UPCOMING EVENTS

November 6, 2024 JCLD/JCLF Joint Board Meeting – Ashland Library Branch

November 20, 2024 Regular Board Meeting

ADJOURN

President Brown adjourned the meeting at 5:55 p.m.

/s/ Loren Clupny

Recording Secretary