



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), 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 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director Brown read a proclamation declaring September 22-28 as Banned Books Week 2024.

CONSENT AGENDA

Director Shephard moved to add a new business item to discuss the Medford Library water feature.

MOTION: Director Tarantsey moved to approve the agenda as amended and to accept the items on the consent agenda. Director Kiefer seconded. The motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The board heard one community member speak in support of keeping the water feature at the Medford Library.

REPORTS

Library Director's Report

Library Director May presented highlights from the August report, including the Unofficial Battle of the Books program. She remarked on visiting the Talent, Phoenix, and Gold Hill branches and the engagement with young patrons at those branches. She reviewed the completion of the Summer Reading Program, the DART Van visiting the Prospect Jamboree and the expansion of the hot-spot on the DART Van to be satellite rather than cellular. She also shared a concept design that has been developed for the Phoenix Library pollinator garden project.

Jackson County Library Foundation Report

Jackson County Library Foundation Executive Director Ginney Auer shared highlights from her report, including a bequest for the Butte Falls Library for \$100,000, and the upcoming event and donor appreciation event with author Jonathan Evison. She concluded her report with an update on the Dolly Parton Imagination Library Steering Committee, which will be learning more about how the state will be supporting enrollment, and how to get enough kids enrolled across the state to reach the threshold to earn a visit from Dolly Parton.

UNFINISHED BUSINESS

None

NEW BUSINESS

Medford Library Water Feature

Director Shepherd remarked that she believes the water feature should be preserved, based on the community members who have spoken on the issue and the repair estimate. Library Director May asked the Board of Directors to clarify the Board's position on the water feature.

Motion: Director Keating moved to obtain cost estimates for both the repair and removal of the water feature before moving forward with either. Director Shepherd seconded.

Director Tarantsey offered an amendment to the motion to include an estimate of the ongoing cost of operation and labor for maintenance on the water feature. Director Keating and Shepherd both assented.

Library Director May asked for clarification on the Board's role in facilities decisions. Director Kiefer responded, noting that she would like the information requested in Director Keating's motion to decide on a course of action for the water feature. Legal Counsel Harding was asked by Director Kiefer about the Board's purview on governance in this situation. Harding responded that she would need to review statutes and policy and provide an answer to the board at a later time. Library Director May noted that there is cost associated with obtaining estimates and that significant effort has been expended by staff to arrive at the previous decision made on the water feature. Director Brown said that she does not believe that the water feature issue rises to the level of the Board and is instead, an operational concern.

Amended Motion: Director Keating moved that the board be provided with an estimate of the cost to remove the water feature as well as an estimate of the cost to repair the water feature, including the ongoing cost of operation, maintenance, and utilities. Director Shepherd seconded. Director Brown opposed. Director Kiefer abstained. Directors Keating, Shepherd, and Tarantsey voted in favor and the motion passed.

Director May asked for clarification on next step after the estimates were obtained. Director Tarantsey suggested that the estimates those would be brought to the Facilities Committee, who would then present a recommendation to the Board of Directors. The Board agreed that this was the appropriate direction.

Meeting Norms

Director Brown called for the Board to review protocol for running a legal and efficient board meeting, including the clarification of motions and procedures and a review of decorum and expectations of the Board of Directors. The document Director Brown read included a call for board members to:

- Come to board meetings prepared and having reviewed all relevant materials.
- Maintain attention during board meetings and not work on other projects during board meetings.
- Attend meetings in person when possible and maintain clear communication during virtual attendance.
- Be respectful of the information provided by staff members, through reports and other methods and accept the answers provided.
- Stay on track during board meetings, adhere to the agenda and avoid unnecessary conversation.
- Strive to function as body, while encouraging a diversity of perspectives.
- Maintain data security and legal protocols around meetings and the sharing information.

- Refrain from reaching out to individual staff members, the entire board should weigh in on such requests.
- Remember that Board Members serve all of Jackson County, not particular constituencies.

Library Director May read comments from the JCLS Administration Team. She noted challenges that staff are facing due to the conduct of the Board of Directors including unprofessional behavior, lack of preparation, and a tendency to be critical and punitive, rather than supportive of the library, its mission, and its staff.

Director Brown noted the requests for information that come from a committee meeting are permissible, but direct requests from Board Members to staff should not be made. Director Shephard raised concern about requests for information; Director Brown reiterated that requests for information should come from the whole board not individual members. Director Keating asked for clarification on how to request information appropriately. Library Director May answered that requests for information would follow procedures just reviewed. Director Shepherd asked that data be shared when requested. Director Kiefer suggested that Library Director May could provide additional context around the information brought forward at decision making points. Director Keating suggested that having a particular set of data available to the board at all times would be helpful. Library Director May suggested setting a standard for data reporting.

Director Tarantsey thanked the staff for putting together the remarks that May provided. Tarantsey would like to have an offline conversation on how to improve the conduct of the board and show appreciation for the staff of JCLS. Director Keating suggested a study session as an alternative. Director Brown asked the board how they would like to proceed with addressing this issue. Director Kiefer also suggested a study session. The Data and Metrics Committee will address a standard of data as it pertains to decision making for the board. The entire board will be invited to attend the next committee meeting on October 2 to facilitate discussion around those standards.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

Director Brown shared minutes from the most recent committee meeting including the landscaping RFP, which has been issued.

Finance Committee

Director Shepherd reviewed a document provided by the Finance Department and asked the Board about the level of detail they want to see in financial reports. Library Director May asked if the level of detail in the reports provided more recently to the Finance Committee would have a sufficient level of detail. Director Kiefer said she wants to see the additional reports that Finance Manager Heather Scott will provide. The Committee also discussed the budget process and how to prepare for budget season better next year. The Committee wants to help make sure that the board has sufficient detail to make informed decisions about the budget.

United for Libraries Virtual Conference

Director Brown shared highlights from the recent United for Libraries Virtual Conference that she attended, including major takeaways from the event. Brown encouraged the board to watch recordings of the sessions.

FUTURE MEETINGS/EVENTS/OBSERVANCES

Director Brown and Library Director May summarized upcoming Board and library events including the upcoming event with Jonathan Evison, JCLS Staff Day, the Eagle Point and Ashland Branch Awards Dinners, the 20th Anniversary of the Eagle Point Branch, Indigenous People's Day, the next JCLD Board Meeting, the celebration for 40 years of library services in Ruch, and the upcoming JCLD & JCLF Joint Board Meeting.

ADJOURN

President Brown adjourned the meeting at 6:02 p.m.

/s/ Loren Clupny

Recording Secretary