



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 Yoli Diaz (Executive Assistant).

Guests: None

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:04 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

May introduced Yoli Diaz, her new Executive Assistant.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The board heard from a community member with specific concerns about the Medford water feature and requested that the board consider input from various sources before making decisions. Additionally, they emphasized the importance of ensuring that funds are allocated wisely.

REPORTS

Library Director's Report

Carrie Turney Ross presented a new book titled *Rogue Reader: A Baby's First Book*, which is the first book to be published by the Jackson County Library District. This project took several years to complete. The book will be distributed to local birth centers, where it will be given to newborns along with information about library resources and Dolly Parton's reading programs. The book aims to support first-time readers. The Friends of Ashland Library, staff at the Ashland and Jackson County Library Foundation, and local community members played significant roles in its creation. Both the author and illustrator are patrons from Central Point, making the book a truly local project.

The Children's Department presentation, led by Children's Librarians Nancy Nightingale and Lynn Herema, highlighted the department's impactful weekly activities and programs. Nightingale shared an overview of their work in the Medford Children's Department, emphasizing the department's positive influence on young readers through story time, engaging activities, and after-school programming. They also discussed how the department

assists adult patrons, particularly those seeking "high/low" books for those with lower literacy levels. Herema provided insights from the Ashland Children's Department, introducing their weekly literacy programs, which include music, movement, story time, and crafts. She also discussed the department's baby and toddler programs, noting the participation of 46 patrons in their most recent session. Additionally, they offer STEM programs, like a pumpkin science experiment, made possible by a partnership with Ashland Safeway, which provided pumpkins for the children. Director Tarantsey expressed appreciation for the Children's Department's efforts, especially highlighting the Halloween and fall decorations.

Director Keating raised two questions about the presentation: one regarding adult literacy services and the other about story time programs for older children (middle school aged). Nightingale explained that while they currently do not have a formal adult literacy program, they assist adults with literacy needs when requests arise. She also clarified that the department's story time programs target children ages 0-5, with a Wednesday program catering to older children as well, aiming to make it more interactive.

Library Director Kari May shared key highlights from the October report. A new book locker was delivered to the Ashland YMCA, which will be wrapped with the JCLS logo by the end of the week. A soft launch is planned in December, and postcards and flyers will be distributed at the YMCA. May spoke to The Medford Jackson County Chamber of Commerce Leadership group, a nine-month program focused on community leadership. Its members visited the Medford Library this month. May, Auer, and Business Librarian Roslyn Donald spoke about the library's resources and services, and Adult Services staff Spencer Ellis and Kayla Samnath led a tour. 29 people attended the event. May shared that she and HR Specialist Loren Clupny both will be presenting at the annual conference Oregon Library Association Conference in Eugene in April 2025.

May also attended the Friends Presidents Forum at the Talent Library on 11/20 and commented on the improvements to the library's flooring, carpeting, and entryway.

Director Brown praised May for her community engagement and presentations. Director Kiefer asked a question about the library moving away from themes for programs and what literacy-based programming meant. May explained that programming will focus on broader themes, including print, science, and financial literacy, to improve comprehension.

Kiefer also highlighted the need for adult literacy support, to which May acknowledged the need and confirmed it is on her radar but not specifically listed as a priority in the current Strategic Plan. Director Shepherd expressed concerns about tracking literacy efforts and the Spanish-speaking position. May responded that the Spanish Services Coordinator position has been filled and will start in December.

Financial Report

Jackson County Library Finance Manager Heather Scott presented the Quarterly Financial report. Scott noted that revenue is always low in the first quarter, as most property tax revenue is received in November. She recently received the tax allocation summary from Jackson County, and it is within about \$40,000 of the forecasted figure. Expenses are at 20% of the budget, which is good. Personnel costs are at 23%, library materials at 24%, and utilities slightly higher at 29%, but should decrease next quarter. There has not been much activity in grants.

Director Keating inquired about the \$45,000 budgeted for elections, and May explained it covers the District's portion of ballot for the May 2025 election, when District Board positions are on the ballot. Regarding maintenance and repair, Scott confirmed that contracts are well-budgeted and set for the year.

Director Kiefer asked about the audit, and Scott confirmed it is progressing well. May spoke with the senior accountant and management, and filing may occur by December 31st, with a presentation to the board in

January. Any need for an extension will be communicated at the December Board meeting.

Director Shepherd expressed some concerns about the long-term budget and suggested exploring cost-saving strategies, but otherwise, things are on track.

Jackson County Library Foundation Report

Ginney Auer, Executive Director of the Jackson County Library Foundation, shared recent updates, including the Foundation's contributions to Staff Day, the Pollinator Garden project at Phoenix Library, and progress with Dolly Parton's Imagination Library (DPIL). She announced a fundraising event for DPIL Dolly Parton at Rogue Valley Country Club on March 4, 2025. Auer also highlighted new marketing efforts, including brochures and business cards, and noted that the cost of books for DPIL will increase in 2025. Jackson County has 4,200 kids registered for DPIL, with a goal of 8,000.

UNFINISHED BUSINESS

Medford Water Feature

Director Brown summarized the Facilities Committee's review of Neptune Professional Service's estimate for the water feature. They received quotes for both restoring and removing the feature. The committee recommended removing the water portion and repurposing the public art installation without running water, which would eliminate ongoing maintenance costs.

Director Shepherd raised concerns about security, and also why only one quote was obtained. She suggested getting three quotes for comparison. Brown explained that after-hours security is handled by Medford Police, who monitor the facility only when issues arise. May responded that the single quote was for an initial cost estimate, and additional quotes could be obtained depending on what next steps were determined.

Director Keating asked if repair quote was to repair and fix, to which May confirmed that both repair and removal were included in the quote. Director Tarantsey supported obtaining the quote and felt her concerns were addressed, noting that security is a key priority.

Keating stated that he preferred repairing the water feature, but if the board did not agree, then a compromise of repurposing would be his second choice, with the third option being doing nothing.

Motion: Director Tarantsey moved that the library remove the water component of the art installation at the Medford Library and repurpose elements of the current installation in keeping with the original intent of the public art installation while eliminating the safety and security concerns along with ongoing maintenance of the water element. Director Brown second. With 3 in favor and 2 opposed (Keating and Shepherd), the motion passed.

The Board adjourned for a 5-minute break

NEW BUSINESS

Library Director Goals & Evaluation Process-Personnel Committee

Board members discussed improving the process for setting the Library Director's goals. Director Brown shared the proposed goals for May, which have been discussed by the Personnel Committee. Kiefer requested more clarity on what success looks like for the goals. Keating asked about the process for creating Kari's goals, and Brown stated that May drafted them and the Personnel Committee reviewed them and provided feedback on the goals as presented. Directors expressed concerns about limited input and long-term metrics, with Shepherd advocating for a more holistic approach. May requested a separate executive session to discuss further, and all

directors agreed.

Motion: Director Kiefer moved to approve the proposal for May's evaluation with Local Librarian Consulting as presented. Director Tarantsey seconded. The motion passed, with Director Shepherd opposed.

Policy Revisions

Assistant Director Joan Vigil highlighted proposed changes to the Circulation Policy and Fee schedule, Display and exhibits Policy, Bulletin Board Policy and Child Safety Policy.

Circulation Policy 5-2 and Fee schedule 5-6

Motion: Director Keating moved to approve the policy, with an implementation date of January 1, 2025. Director Kiefer second, the vote was unanimous, and the motion passed.

Display and exhibits Policy 5-5

Motion: Director Keating moved to approve the policy as presented. Director Tarantsey second, the vote was unanimous, and the motion passed

Bulletin Board Policy 5-21

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

Child Safety Policy 5-12

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

Holiday Schedule 2025

Director Keating questioned if Staff Day is a holiday and mandatory, May responded that it is mandatory and not a holiday. It will be separated from the Holiday schedule, but it is a day that libraries will be closed to the public.

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

ADJOURN

President Brown adjourned the meeting at 6:03 p.m.

/s/ Yoli Diaz

Recording Secretary