



MINUTES

ATTENDEES

Present at the meeting were: Board Members 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), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Hannah Harding (Legal Counsel), and Loren Clupny (Staff Development Coordinator).

Absent: Viki Brown, Board President

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:02 p.m. Roll call was taken, and the Land Acknowledgement read.

CONSENT AGENDA

MOTION: Director Tarantsey moved to approve the consent agenda pending correction to reflect unanimous on motions. Director Keating second, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

REPORTS

Director's Report

Joan Vigil and Kelda Vath presented a "Year in Review" slideshow, highlighting both public-facing and staff-facing accomplishments from the past year. They celebrated the great work done across branches throughout the district in 2024. Some of the highlights included the installation of the Book Locker in Ashland, an outreach event at Metal Fest, a Volunteer Appreciation Party, the launch of the new subscription service, Savannah, from Orange Boy, which provides newsletters and other products, as well as the implementation of incident report software, among other achievements.

Library Director Kari May provided additional updates beyond those in the director's report. One key highlight, as mentioned by Vigil, is Rogue Reads, which is currently in its second month of a three-month program. During January, the library is hosting a series of pop-up events called "Cup of Delights" at various coffee shops across the district, taking place in different communities at different times.

May also announced the start of Milagros Morales's first month as the new Spanish Services Coordinator. Morales, along with another Spanish-speaking staff member Cici Gomez, from the Rogue River Branch, attended the Las Posadas event in the community, which May highlighted as a great opportunity for outreach to the Spanish-speaking population.

SOHS Report

Jan Wright from the Southern Oregon Historical Society announced the appointment of a new Executive Director, Will Brake. She also discussed a remodel in progress. In response to Director Tarantsey's question about the relationship with the Oregon Historical Society, Wright explained that they are an affiliate, receiving emails and newsletters from them, and that they have free access to the Oregon Historical Society's facilities when conducting research in Portland.

Jackson County Library Foundation Report

Ginney Auer, Executive Director, was absent. Kari May, Library Director, opened the floor for questions and addressed one from Director Tarantsey about the frequency of joint meetings with the foundation board. May confirmed that the MOU calls for annual meetings. She also mentioned plans for a social gathering on February 20th after author talk with Ross Gay and extended an invitation to Board members, with more details to be shared at the next Board meeting.

UNFINISHED BUSINESS

Meeting Minutes December 18, 2024

Director Keating asked how votes on motions are recorded, assuming that names and votes are listed unless the vote is unanimous, in which case it is simply noted as "unanimous." May clarified that if the vote is disputed, such as 4 in favor and 1 opposed, the names of those voting will be recorded. However, if the vote is unanimous, it will be recorded as "unanimous."

MOTION: Director Tarantsey moved to approve December 18 minutes, pending correction to reflect the unanimous vote on unfinished business, Keating seconded the vote was unanimous, and the motion passed.

NEW BUSINESS

FY 23 Audit Report

Heather Scott, Finance Manager, presented the FY 23 Audit alongside KDP auditors Nicole Truett and Aria Bettinger. The audit highlighted a restatement of the beginning fund balance and net position due to a change in accounting principles regarding prepaids and a correction of a \$32,000 error from a prior year receivable. The District decided to allocate prepaid expenses over time instead of expensing them when paid, aligning with their current approach. The audit also included a state-required compliance report, with no issues found regarding the district's adherence to laws, regulations, contracts, and grants. Bettinger noted that personnel expenses exceeded the budget and recommended monitoring this as the year progresses, but overall, the financial status appears stable and consistent.

Bettinger reviewed the communication in the governance letter, outlining the audit's scope, timing, and significant risks. The letter also addressed key accounting policies, estimates, and disclosures. As previously mentioned, the District changed its accounting policy regarding prepaids, which was reflected in the financials. No other changes to policies or procedures occurred this fiscal year. Bettinger confirmed that the estimates and assumptions were evaluated and deemed reasonable.

Motion: Director Tarantsey moved to approve to submit draft audit. Director Keating seconded, the vote was unanimous, and the motion passed.

COMMITTEE AND BOARD MEMBER REPORTS

Director Kiefer discussed the upcoming Board election, highlighting two open seats. Kiefer mentioned that the Board recruitment packet has been updated for potential candidates and expressed plans to reach out to those who previously applied when Tarantsey was appointed. May also offered to meet with interested candidates and provided key dates for the election: nominations open on February 8th and close on March 20th.

ADJOURN

VP Kiefer adjourned the meeting at 5:20 p.m.

/s/ Yoli Diaz

Recording Secretary