



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), Heather Scott (Finance Manager), Daniel Madrigal (Senior Accountant), Ginny Auer (Executive Director, Jackson County Library Foundation), Jacquelyn Bunick (Legal Counsel), and Erinn Agne (Finance Assistant).

CALL TO ORDER/ROLL CALL

Director Brown called the meeting to order at 4:09 p.m. The Land Acknowledgement was read and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

Director Brown congratulated the newly elected board members Marta Tarantsey and Patty Jensen.

CONSENT AGENDA

Director Brown added the Legal Services Contract under New Business.

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Director's Report

Library Director Kari May updated the board on the Upper Applegate Fire alerts received today. The Ruch Library was in a level 3 evacuation area, and the branch closed early. The Applegate Branch was not in the evacuation area. May reported on the ribbon cutting ceremony for the Ashland book locker at the Ashland YMCA that took place earlier in the day. Directors Kiefer and Tarantsey attended the event along with library staff, YMCA board members, and YMCA staff. May noted that many facilities projects are going on this month. The Medford library doors on Central, Riverside, and in the large meeting room will be replaced or fixed this week. The White City and Eagle Point roofs have been replaced, and the Talent roof replacement is in progress. May reported that she and Foundation Director Ginny Auer were invited to be part of a plenary panel discussion about the importance of good relationships between the library director and foundation director at the International Public Library Fundraising Conference in San Diego in June. Earlier this month, Oregon's First Lady Aimee Kotek Wilson visited the Medford Library to promote the Dolly Parton Imagination Library.

Director Keating asked if there were any July 4th celebrations taking place. May responded that the library will be participating in the Eagle Point parade. May stated that the library rotates participation each year between the branches and cities in Jackson County for their 4th of July celebrations.

Financial Report

Finance Manager Heather Scott presented the April 2025 Financial Report. Scott noted that expenses are at 69% and personnel costs at 80%, which are in good standing. Utilities, legal services, and mileage are slightly over budget, and the FY26 budget has been adjusted accordingly. The Library received the annual true-up from the County with an overage for actual expenses. It was more than anticipated in the contract, which put us at 90% of the budget. The Capital Improvement fund has had some more expenses since last month but is still under budget because of the projects that have been pushed to the next fiscal year. The Grants fund is on track. Scott answered questions about the Friends of the Library wording on the budget report and the federal mileage reimbursement rate.

Public Hearing to Receive Comments Regarding FY26 Budget

Director Brown opened the public hearing to receive comments on the FY26 Budget. There were no public comments. Brown closed the public hearing.

Adoption of the Fiscal Year 2025-2026 Budget & Appropriations

Director Brown introduced the FY26 budget resolutions: 2025-03 adopting the budget, 2025-04 making appropriations, 2025-05 imposing the tax, and 2025-06 categorizing the tax. Brown called for a motion to be made and stated that a separate roll call would be taken for each resolution.

MOTION: Director Tarantsey moved to approve the four budget resolutions; Director Kiefer seconded.

Roll call vote for Resolution 2025-03 Adopting the Budget

Brown – Yes
Kiefer – Yes
Tarantsey – Yes
Keating – No
Shepherd – Yes

Roll call vote for Resolution 2025-04 Making Appropriations

Brown – Yes
Kiefer – Yes
Tarantsey – Yes
Keating – Yes
Shepherd – Yes

Roll call vote for Resolution 2025-05 Imposing the Tax

Brown – Yes
Kiefer – Yes
Keating – No
Tarantsey – Yes
Shepherd – Yes

Roll call vote for Resolution 2025-06 Categorizing the Tax

Brown – Yes

Kiefer – Yes

Tarantsey – Yes

Keating – Yes

Shepherd – Yes

All motions passed.

NEW BUSINESS

JCLD Board Annual Retreat

Director Tarantsey and Directing Keating volunteered to plan the JCLD Board Annual Retreat. The Board narrowed down the retreat dates to July 16th or July 18th.

Legal Services Contract

Library Director Kari May presented the legal services contract for Jarvis, Glatte, and Bunick LLP. May noted the price increase and the projects that warrant the increase, such as contract renewals and amendments. May noted that the increase remained within the budgeted legal services amount for FY26.

MOTION: Director Kiefer moved to approve the legal services contract for Jarvis, Glatte and Bunick LLP, Director Keating seconded; the vote was unanimous, and the motion passed.

ADJOURNMENT: Director Brown adjourned the JCLD Board Meeting at 4:44pm to be reconvened after the Executive Session.

Director Brown called the Executive Session to order at 4:44 pm.

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing.*

Director Brown adjourned the Executive Session and reconvened the JCLD Board Meeting at 5:25 pm.

NEW BUSINESS

Extension of Library Director Contract

Director Brown stated that it is the recommendation of the Personnel Committee to accept the evaluation of Library Director Kari May. May requested a salary increase is 5% in addition to the 3% COLA. The Board discussed the Library Director's compensation in relation to salaries in the Rogue Valley and comparable library districts. May noted that the library did a salary study three years ago and found that the Library Director's salary was 15-20% below the market. May explained that the current requested increase and increases in previous years were made to help align her salary with market.

MOTION: Director Keating moved to approve the extension of the Library Director's contract with a salary of \$189,978, Director Tarantsey seconded. Director Brown called for a roll call vote.

Brown – Yes

Kiefer – Yes
Tarantsey – Yes
Keating – No
Shepherd – No

Three votes in favor, two votes opposed, the motion passed.

COMMITTEE & BOARD MEMBER REPORTS

Director Kiefer and the JCLD Board members thanked President Viki Brown for her service on the JCLD Board.

ADJOURNMENT

Director Brown adjourned the JCLD Board Meeting at 5:40 pm.

/s/ Erinn Agne

Recording Secretary