**MINUTES**

**ATTENDEES**

Present at the meeting were: Susan Kiefer (Vice President), Marissa Barrientos Shepherd, Patty Jensen, Kevin Keating and Marta Tarantsey.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Josh Letsinger (Community Engagement Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant)

**CALL TO ORDER/ROLL CALL**

Director Kiefer called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

**INTRODUCTIONS/PROCLAMATIONS**

Kelda Vath introduced Josh Letsinger, the new Community Engagement Manager.

**OFFICER ELECTIONS**

**MOTION:** Director Keating moved to nominate Director Kiefer as Board President, Director Tarantsey

seconded the motion. The motion was approved unanimously.

**MOTION:** Director Kiefer moved to nominate Director Keating as Vice President, Director Tarantsey seconded the motion. The motion was approved unanimously.

**CONSENT AGENDA**

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

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE**

None.

**REPORTS**

**Director’s Report**

Assistant Director of Support Services, Kelda Vath, filled in for Library Director May and shared updates on library events, highlighting the time capsule project as a personal favorite. During the meeting, Kiefer asked several questions regarding the library’s transition from the Collaborate consortium to its own OverDrive platform. Vath confirmed that this move would eventually expand access to materials, noted that a digital selection librarian had already been hired (as approved in the previous fiscal year), and stated that material costs would remain the same. She emphasized that the main advantage lies in having full control over the platform—enabling customized features, checkout limits, and more responsive service to patron needs.

Brystan Strong, Programs Coordinator, gave a special presentation on the “Embrace the Wild” Summer Reading Program. The program includes activities across all branches, encouraging participants to read books, attend programs, and win prizes. Registration is available online at JCLS.BEANSTACK.ORG or at local library branches.

**UNFINISHED BUSINESS**

**PATHWAYS AMENDMENT**

Kelda Vath presented an amendment to the janitorial services contract with Pathways, which includes the removal of landscaping services. She and Crystal are currently updating and finalizing the detailed scope of work to ensure clear expectations for all tasks. The changes are minor and do not affect the number of service visits; the update is primarily for internal clarification.

Additionally, a day porter remains on-site daily to manage routine duties such as surface wiping, restroom upkeep (including refilling paper dispensers), trash pickup around the building, and responding to any special cleaning needs throughout the day.

**MOTION:** **MOTION:** Director Keating moved to approve the Pathways Contract amendment, Director Tarantsey seconded; the vote was unanimous, and the motion passed.

**ORGANIZATIONAL ITEMS**

Library Director May addressed annual organizational tasks required for compliance, including how and when public meetings are scheduled and noticed. She noted that nothing has changed from the previous fiscal year and that the only decision needed is whether the current meeting date and time still work for all board members. With a new board member joining, May simply wanted to confirm that the meeting schedule remains suitable for everyone.

Director Tarantsey suggested adjusting the meeting time from 4:00–6:00 PM to 4:00–5:30 PM, with the option to extend if needed for longer agendas. Director Kiefer agreed, expressing a preference for wrapping up earlier when possible. Tarantsey also pointed out that the board regularly meets with administration or in work sessions every two weeks. In response, May emphasized that while the official meeting time is set for 4:00–6:00 PM, assigning estimated time limits to each agenda item during the agenda-setting process could help keep the meetings on track and within the expected timeframe.

**MOTION:** Director Keating moved to approve the Organizational items, Director Tarantsey seconded; the vote was unanimous, and the motion passed.

**COMMITTEE ASSIGNMENTS**

Director Kiefer asked whether new appointments needed to be made today or if members could take time to consider where they'd like to serve. Director May clarified that committee appointments must be made during an official board meeting. She suggested using today’s meeting for discussion, continuing the conversation at Friday’s board retreat, and formalizing appointments next month. It remains an action item.

Director Jensen inquired whether there is a minimum or maximum number of committees a board member can serve on. Kiefer responded that there is no formal limit, and that most board members typically serve on two to three committees. Director Tarantsey shared that she currently serves on the Advocacy and Personnel Committees. Tarantsey suggested as Viki Brown leaves the board she recommended that the Board President and Vice President join the Personnel Committee and asked for that to be noted as a suggestion. Director Jensen also expressed interest in joining the Jackson County Library Foundation Relationship Committee.

May noted that, in addition to board committees, there are liaison roles to consider. These include attending RVCOG meetings, serving as the board’s primary media contact (usually the Board Chair), and acting as liaison to the Foundation, a role Director Kiefer served in for the past several years. May suggested that liaison positions should be reviewed and renewed annually. She encouraged board members to review the Governance Board Policy, which outlines the structure and purpose of each committee, and consider whether all existing committees are still necessary.

May also reminded members that the JCLD/JCLF Relationship Committee is scheduled to meet tomorrow from 4:00–6:00 PM and asked whether Susan and Marissa are still available to attend, since new committee assignments haven’t yet been finalized. Directors Shepherd and Kiefer confirmed their availability.

Director Tarantsey asked May which external committees she currently serves on. May responded that she holds a gubernatorial appointment to the Oregon Broadband Advisory Council for a four-year term, is in her second three-year term on the Southern Oregon PBS Community Advisory Board, recently concluded her term on the Downtown 2040 Public Advisory Committee, and continues to serve on the Oregon Library Association Legislative Committee.

The Board agreed to give further thought to their committee interests and will continue the discussion during the upcoming board retreat.

**ADVOCACY COMMITTEE**

Director Tarantsey reported that the Advocacy Committee has been discussing ideas for the next issue of the *Library Champions Newsletter*, the committee’s primary communication tool. The newsletter, launched last year, now has over 30 active volunteer subscribers, which she noted is a strong start. The committee has been brainstorming valuable sources to cite and share in order to elevate their messaging. Tarantsey noted that presentations to city councils are ongoing well.

Director Kiefer asked if board members are subscribed to the newsletter. Director May responded that she would check with Mariah and ensure board members are added; currently, there are 63 people subscribed. May shared that the committee’s goal is to present to all city councils by the end of the year, with only four more to schedule, and invited board members to attend. She also noted an upcoming presentation to the Jackson County Board of Commissioners, which meets in the mornings—unlike most city councils, which meet in the evenings.

**Policy Committe**

Director Keating shared that the committee met to review the Employee Handbook, which is progressing well. Director May added that a work session on the handbook was held on July 2nd. HR Manager Brynn Fogerty will now incorporate the recommended changes and prepare a clean version of the document. This updated version will be reviewed by consultants at SDAO and HR Answers to ensure legal compliance before it is brought back to the board for ratification.

Director Kiefer adjourned the meeting at 5:00 p.m.

/s/ Yoli Diaz

Recording Secretary