



## MINUTES

### ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant)

### CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS/PROCLAMATIONS

Library Director Kari May introduced Spencer Ellis, the new Central Area Manager.

### CONSENT AGENDA

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

### RECORDING NOTE:

The recording of the meeting began at approximately 4:15PM, due to a technical issue.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

Jan Wright from the Southern Oregon Historical Society (SOHS) introduced Will Brake as the organization's new Executive Director. Brake has been with SOHS for six months and shared some upcoming plans, including the development of a new museum that he hopes will be completed sometime next year. Brake expressed his appreciation for the partnership with the library and conveyed his enthusiasm about connecting with more people. He extended an open invitation to everyone to visit the Southern Oregon Historical Society.

### Director's Report

Library Director May provided an update on recent outreach and community engagement efforts. This year marked the first time JCLS participated in the Britt Festival's Kids Concert Series. Outreach Supervisor Amanda Dickson represented the library, connecting with more than 200 patrons and signing up several families for the Dolly Parton Imagination Library.

May shared that JCLS continues its efforts to engage the Spanish-speaking community. Spanish Services Coordinator Milagros Morales attended El Mercadito (Market) in Ashland in July, connecting with local families. Technology Education Specialist Jordana Cordovi has also noted an increase in requests for technology

education support from Spanish-speaking patrons.

The library also participated in this year's Children's Festival. The Storytelling Tree remained a popular attraction where patrons could enjoy snacks and listen to stories. The event featured Dolly Parton Imagination Library books, providing an opportunity to enroll more children in the program. May expressed appreciation for the Talent Historical Society bringing back Bob Day for a special event.

May also reported that RVTD will be reducing service starting September 2, including the elimination of all Saturday routes and limiting weekday service to the hours of 6:00 AM to 6:00 PM. With several libraries, including Medford and Ashland, closing at 7:00 PM, this reduction will significantly impact both staff and patrons. May noted that nearly 20% of JCLS staff rely on public transportation to commute. Staff have been creative in coordinating alternative transportation options among themselves. The library will continue to participate in the RVTD bus pass program, which provides a discounted \$10 monthly pass for staff, as well as offering bus tokens to community members in need of transportation for job interviews or other essential appointments.

May shared that she and Board Member Tarantsey attended the Board of County Commissioners work session yesterday and felt it was a great opportunity to present library updates directly to the Commissioners. She also noted that she and Board Member Patty Jensen will attend the Shady Cove City Council meeting tomorrow. JCLS is close to meeting its outreach goal, with only three city council meetings remaining.

### **Jackson County Library Foundation Report**

Jackson County Library Foundation Executive Director Ginny Auer introduced the Foundation's new Board President Sue Collins who has served on the Board for several years. Collins then introduced some of the Foundation's newest board members: Lesley Klecan, Jodi Pulliamn, Michele Mitchell, and Jim Thien. Collins also thanked Patty Jensen, Library Director Kari May, and Susan Kiefer for their contributions to the Foundation.

Ginny Auer's report highlighted a successful fiscal year in which the Foundation raised over 30% more than the previous year and distributed a significant amount of funding to the Library District. Auer noted growing public enthusiasm and awareness of the Foundation's mission. She also shared upcoming events: the Well Re(a)d Book Club at Remotion Winery on August 28, a September 3 fundraiser at Camelot Theater in Talent hosted by the United Rotary Clubs of Southern Oregon. Auer noted January 19th is Dolly Parton's 80th birthday, with more details coming soon on some fun activities. The Foundation's annual luncheon in support of Dolly Parton's Imagination Library is scheduled for March 3, 2026.

### **Statistical Report & Strategic Plan Update**

Regina Mannino, Data & Analytics Coordinator, shared FY25 Statistics and Strategic Plan Metrics report. She covered key performance indicators (KPIs) for total circulation, physical circulation, digital circulation, library visits, new card holders and branch computer usage. Mannino also went over strategic Plan metrics (SPMs) which included Spanish Collection, Library of things, physical vs Digital Circulation, Program offering & Attendance, Community Resources referrals and Staff training & Professional Development. At the Board's request, Mannino will provide the report for further review. May will also provide suspension guidelines.

### **UNFINISHED BUSINESS**

#### **Committee Assignments**

Board President Kiefer presented the updated committee assignments and roster for all Board members. Director Kiefer then opened the floor for members to request changes to their committee assignments, if desired. Director Jensen noted that the Personnel Committee list needed to be updated to remove Viki Brown

and add Kevin Keating. Director May clarified that the Data & Metrics Finance Committee was now a combined committee, whereas they had been separated in the last fiscal year. She also requested that Heather Scott, Finance Manager, be added to that committee.

Director Keating asked for the RVCOG Liaison if Director Tarantsey is the primary liaison. Director Tarantsey stated that she is willing to be primary with, Director Keating as backup.

**MOTION:** Director Keating moved to approve the committee assignments as presented, Director Shepherd seconded; the vote was unanimous, and the motion passed.

## **NEW BUSINESS**

Finance Manager Heather Scott presented the Board with **Resolution 2026-01 Banner Bank Signers**. This resolution removes Viki Brown as an authorized user of the District's Banner Account and adds President Susan Kiefer and Vice President Kevin Keating as authorized persons to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of Jackson County Library District. Director Tarantsey requested that a sentence be fixed from JCLD to Jackson County Library District.

**MOTION: MOTION:** Director Jensen moved to approve Resolution 2026-01, Director Tarantsey seconded

Roll call vote:

Director Kiefer – Yes  
Director Jensen – Yes  
Director Tarantsey – Yes  
Director Shepherd – Yes  
Director Keating – Yes

The motion passed.

Finance Manager Heather Scott presented the Board with **Resolution 2026-02 LGIP Signers**. Removing Viki Brown as authorized user of the District's LGIP account and adding President Susan Kiefer and Vice President Kevin Keating as authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of Jackson County Library District.

**MOTION:** Director Keating moved to approve the LGIP Signers, Director Jenen seconded. Roll call vote:

Director Kiefer – Yes  
Director Jensen – Yes  
Director Tarantsey – Yes  
Director Shepherd – Yes  
Director Keating – Yes

The motion passed.

## **POLICY 2-2 CONTRACTING RULES AND PROCEDURES**

Finance Manager Heather Scott presented the Board with a proposed updated Public Contracting Rules and Procedures Policy, aligning it with recent changes made by the State of Oregon. The threshold for small procurements requiring a public bid has increased from \$10,000 to \$25,000. The mid-range procurement threshold, previously \$10,000–\$100,000, is now \$100,000–\$250,000, while large procurements are defined as anything over \$250,000. These updates reflect the state's revised thresholds, along with some minor language changes for example, replacing gendered terms to make the policy clearer and more current.

Director Keating raised a question regarding Section I, Section 2, item B, seeking clarification on whether the phrase “may authorize the Board President or their designee” referred to the Board of Directors’ designee or the Board President’s designee. He noted that the use of the word “their” creates ambiguity and suggested using “his/her” for clarity. May responded that the sentence would be amended to read: “The Board of Directors may authorize Board President or the president’s designee to dispose of the property in any appropriate manner.”

**MOTION:** Director Jensen moved to approve Policy 2-2 Contracting Rules and Procedures, Director Kiefer seconded; the vote was unanimous, and the motion passed.

### **Financial Report FY25**

Finance Manager Heather Scott presented the year-end report for the last fiscal year, noting a few minor items will be finalized during the audit, though no major changes are expected. Overall, the district remained well within budget for expenditures and met revenue targets. Personnel costs came in at 99%, library materials at 100%, and utilities slightly over at 111%, which was better than anticipated. Legal fees were over budget by 16% (\$11,600), and district mileage remained a challenge, though adjustments have been made for the new fiscal year. Building repairs and maintenance ended at 104%, mainly due to a \$35,000 county expense earlier in the year. Memberships, dues, and subscriptions ended at 124%, due to timing and policy changes regarding prepaid expenses. Advertising and recruitment were at 159%, largely driven by out-of-town candidate travel for key positions. General Fund expenses totaled 93%, or \$1.2 million under budget, which includes \$500k in contingency funds that were not used. A proposed \$250k transfer from the General Fund to the Capital Improvement Fund is planned but has not yet been approved and will be discussed further. Capital Improvement and Grant funds were also well managed, with most areas under budget. Overall, all funds were within budget.

Scott noted that the Board needs to decide whether to proceed with a transfer from the General Fund to the Capital Improvement Fund. Board members asked about the benefits of the transfer. Director May explained that over the past 11 years, the Board has recognized that making this kind of transfer helps set aside funds to prepare for planned and unforeseen future maintenance needs for the organization’s buildings.

**MOTION:** Director Tarantsey moved to approve the report as presented and to transfer \$250,000 from the General Fund to the Capital Improvement Fund, Director Shepherd seconded; the vote was unanimous, and the motion passed.

### **Updating Board Information on website**

Director Kiefer revisited a topic from the last Board Work Session regarding updating the library’s website to include a headshot and short bio for each Board member. Director May added that one of the general goals is to increase community engagement by helping the public become more familiar with who the Board members are and what they bring to the organization.

Community Engagement Manager Josh Letsinger has created a form to collect this information, which will be sent out to all Board members, pending agreement to move forward. The Board expressed unanimous agreement.

### **COMMITTEE REPORTS**

#### **Data & Metrics Finance Committee**

Director Shepherd noted that Regina covered many of the key points discussed at the last committee meeting and had implemented some of the suggested changes. Shepherd also acknowledged that, similarly, in the Finance area, Heather has made improvements to enhance the clarity of financial documents. She expressed

support for the fund transfer, noting that it had been voted on.

### **Relationship Committee**

Director Kiefer stated that the primary focus has been on fostering greater interaction between the Foundation Board and the District Board, with the goal of building stronger relationships, improving collaboration, and encouraging participation in the many events hosted by the organization(s). A joint work session and a joint social gathering are being planned to help members of both boards get to know each other better. Patty V. and Director Jensen will be meeting in the near future to further discuss the initiatives Director Kiefer outlined. The Executive Assistant will update the Board's calendar with all upcoming events as an opportunity to encourage Board engagement.

### **Advocacy Committee**

Director Tarantsey shared that she and Library Director May recently gave a well-received presentation to the Jackson County Board of Commissioners, which was followed by a productive conversation. Two key county staff members who work with the library on facilities-related matters were also in attendance. The Commissioners expressed a strong interest in how the library tracks incidents and in its approach to maintaining and developing Library facilities. In response, the library will provide updated data and share the Facilities Master Plan to help address their questions. The Commissioners expressed appreciation for the work the libraries do and extended an invitation for future engagement. Tarantsey also noted that the Advocacy Committee will be soliciting ideas from the board for the Newsletter topics.

### **EXECUTIVE SESSION**

At 5:42 p.m, President Kiefer adjourned the meeting into executive session pursuant to ORS 192.660(2)(h): To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. No votes or action was taken as a result of the Executive Session.

President Kiefer adjourned the executive session at 6:00 p.m.

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/s/ Yoli Diaz - Recording Secretary