



MINUTES

ATTENDEES

Present at the meeting were: Susan Kiefer (President), Patty Jensen, 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), Bryn Fogerty (HR Manager), Josh Letsinger (Community Engagement Manager), Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (note taker)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

NA

Director Kiefer requested to remove the Executive Session from the agenda.

MOTION: Director Tarantsey moved to approve of removing the executive session from the agenda; Director Keating seconded, the vote was unanimous, and the motion passed

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

NEW BUSINESS

State Librarian

State Librarian Wendy Cornelisen provided an overview of the State Library's mission and its major service areas. She spoke on a few services, starting with the Development Services division, which provides consulting, statewide resources and federal LSTA funded programs supporting libraries across Oregon. She highlighted statewide services such as Answerland, database access, Northwest Digital Heritage, OSLIS, the Ready to Read early literacy and summer reading grant programs and extensive professional development resources used by Jackson County Library services staff. Wendy also reviewed funding structures, recent JCLS LSTA grants, and the potential impact of state budget scenarios. She concluded by thanking JCLS for its engagement and recognizing the contributions of Laurin Arnold (Collection Development Manager), Regina Mannino (Data & Analytics Coordinator), and Kelda Vath (Assistant Director-Support Services) who serve on State Library advisory committees.

Waiving Fines for Expired Patrons

Assistant Director-Support Services Kelda Vath presented the annual request to waive fees for long expired and inactive patron accounts, explaining that the clean-up is required to purge records that have had no activity since before June 2022 a total of 1,397 accounts with \$71,260 in uncollectible charges, along with a onetime

waiver of additional fees that resulted from 2020 migration.

MOTION: Director Tarantsey moved to approve waiving all fees on patron records with no activity since before July 1 2023 (inactive for 3 years) as well as waiving all uncollected charges migrated from Polaris in 2020; Director Jensen seconded the vote was unanimous, and the motion passed.

Applegate Land Donation

Library Director Kari May introduced the request to accept a land Donation from Pear Properties and Mr. Braden for the Applegate Library Site, explaining that the long discussed subdivision of the agriculture parcel is now ready to move forward and that the donor will create a paper parcel sufficient to meet the County's 200-foot setback requirement, expanding the current 2.5 acres to approximately 5 acres. Representatives for Mr. Braden, Scott Fein (surveyor) and Nicole Lee (representative for Mr. Braden) attended to answer questions. Board members asked whether the donation should go directly to the Library District or through the Library Foundation for tax purposes, whether the donor could receive the intended tax benefit under each option, whether the Foundation was prepared to accept and then transfer the land if needed and whether staff had handled similar land donations in the past. In response, Library Director May confirmed that pathway was possible and could be pursued depending on the donor's needs.

MOTION: Director Tarantsey moved to approve for Library District to accept the Applegate Land Donation pending a satisfactory phase 1 environmental assessment and survey at donor's expense; Director Keating seconded, the vote was unanimous, and the motion passed.

Amendment to motion: If the donor cannot obtain desired tax benefit through a direct donation to Jackson County Library District, the property, would instead be donated to the Library Foundation.

Motion: The amendment passed

Friends Foundation Library MOU

Joan Vigil presented the Friends Foundation–Library MOU developed collaboratively by representatives from four Friends groups. These groups had previously reviewed the existing agreement and suggested revisions aimed at clarifying several sections while maintaining its original structure. Library Director May, Foundation Director Auer, and Board members discussed the scope and implications of the proposed updates, including how this MOU relates to the recently approved Library–Foundation MOU. Vigil, Auer, and May explained that the two agreements serve different, non-conflicting purposes: the Library–Foundation MOU defines their operational relationship, while the revised Friends Foundation–Library MOU outlines the roles and expectations among each Friends group, the Foundation, and the Library. Each Friends group will sign this updated version individually, replacing the previous MOU. Discussion also covered distinctions between Friends and Foundation fundraising, the Presidents Forum as an informal communication channel, expectations for meeting room access for Friends book sales, advance-notice requirements when space must be reallocated, and several minor wording updates to improve clarity. Board members agreed these edits were mostly non-substantive and intended to clarify existing practices. Because numerous small edits were identified, the Board requested a clean updated draft to be brought back in December before taking final action. Vigil will incorporate all proposed revisions by the end of the month, allowing Board members to provide additional recommendations before the December Board meeting.

MOTION: Director Keating moved to table the Friends Foundation Library MOU, Director Tarantsey seconded, and the motion passed unanimously.

REPORTS

Director's Report

Library Director May provided a brief update, highlighting her participation in the Oregon Telecommunications and Broadband Conference, where she represented libraries in discussions on digital literacy and AI, and the Urban Libraries Council Leadership Conference on advocacy, which Directors Jensen and Tarantsey also attended. Director Jensen offered strong praise for the overall Directors report, noting how meaningful and heartwarming the branch stories are and wishing more community members could see their impact. Director Shepherd added comment and questions, expressing interest in weaving and requesting more detailed, data-driven information about the library's collection such as publication dates, collection balance, and how borrowing trends shape purchasing, in order to support deep literacy while keeping the collection current. Director May clarified that many of these inquiries fall under the State of the Library Collection Report. Director Kiefer added that the board's primary role in this area is through collection development policy rather than operational decisions. Director May offered to meet individually to discuss further, and Director Shepherd agreed to follow up.

JCLF Report

Foundation Director Ginny Auer shared that she has returned to Oregon and is excited to be present locally in the coming months. She briefly highlighted the Foundation's activities, noting the continued success of the Dolly Parton Imagination Library and the Well-Read Book Club, with the next session scheduled for December 4th. Auer also described a library directors' book club event with major donors and author Jess Walter, which included fundraising through wine-glass sales. She praised the Foundation Board for its outreach efforts, including library visits, staff engagement, community interaction with Friends Groups, and the work of the fundraising committee. Auer concluded by emphasizing the Foundation's ongoing commitment to supporting the library system.

First Quarter Financial Report

Finance Manager Heather Scott presented the YTD September 2025 financial report, noting that overall organization is well within budget. She pointed out that program summaries now clearly compare actuals to budget. Scott noted a small anomaly in grant funds, where expenditures appear at 127% of budget, explaining that this was due to the Foundation providing more funds than originally requested for staff day materials, resulting in higher spending, but it was a positive outcome rather than a concern. She also clarified that while the report shows revenue of \$17 million against \$19 million in expenses, this does not include beginning fund balances. Overall budgets remain balanced.

MOTION: Director Jensen moved to approve First Quarter Financial Report, Director Tarantsey seconded, and the motion passed unanimously (Director Keating was absent for this motion).

ULC Leadership Conference

Director Tarantsey shared on attending the Urban Libraries Council Leadership Conference in Ohio during the month of October. She felt both honor and an inspiring experience. A standout session highlighted the evolving role of libraries in essential public spaces, especially amid social isolation trends accelerated by the pandemic. Director Jensen shared her key takeaways, including library's critical role in literacy, workforce development, digital inclusion, and providing access to mental health and support services for unhoused individuals and

families. She also shared networking was invaluable, reinforcing the importance of connecting with local elected officials, advocating library priorities, and learning from diverse governance structured across states. Bringing back practical tools, like community space inventory, it has inspired reflection on how our 15 branches serve both common and unique community needs. Overall, the conference offered many insights and meaningful connections.

COMMITTEE REPORTS

Policy Committee

Director May provided a brief recap, noting that the last Policy Committee meeting was held on October 6th, with primary discussions focused on the two policies presented: the Land Acknowledgment and the Internet Acceptable Use Policy. There were no questions.

Strategic Planning Committee

Director Tarantsey gave a report highlighting the library's strategic planning process. She noted that the upcoming listening sessions were featured on the front page of RV Times. She noted the proactive efforts underway, including community sessions, stakeholder surveys, and engagements with partner organizations. Director Shepherd praised Library staff for leading much of the work internally and encouraged board members to attend upcoming sessions to hear community feedback directly.

Director Kiefer adjourned the meeting at 5:50 p.m.

/s/ Yoli Diaz - Recording Secretary