



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), Heather Scott (Finance manager), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Josh Letsinger (Community Engagement Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (note taker)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

NA

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Staff member Glenn Kaphammer brought forward a concerning incident that took place earlier this week at the Talent Library, where an individual was observed viewing inappropriate content involving children on a public computer.

NEW BUSINESS

Audit Report

Finance Manager Heather Scott presented Aria Bettinger and Jason Meis auditors with Soren. Bettinger presented the FY 2025 audit, reporting an unmodified, clean opinion conforming that the district's financial statements are greatly presented. She highlighted the required adoption of GASB 101 on compensated absences, which adjusted the district's beginning net position but did not impact budgetary or daily operations. The audit also reviewed compliance with Oregon Laws and budget requirements, noting two minor budget overages that were not considered significant concerns. The auditors reported no issues with the management, found accounting estimates and controls reasonable, and noted continued improvement in audit quality.

MOTION: Director Tarantsey moved to accept Audit report as presented, Director Jensen seconded, and the motion passed unanimously.

Employee Handbook

HR Manager Brynn Fogerty presented the revised Employee Handbook, noting it had undergone extensive review by the Policy Committee, Board work sessions, management staff, and legal and HR consultants. She

explained that the revisions primarily reflect updates to existing policies driven by changes in law. During discussion, Director Jensen thanked staff for the substantial work involved. Director Shepherd raised concerns regarding the reporting structure and the timing of the handbook's approval considering ongoing unionization efforts. Library Director May clarified that union-related matters would be addressed separately and noted that the handbook is a living document subject to future revisions. Fogerty added that the handbook may be amended as needed, including following union negotiations or future legal changes. Director Shepherd moved to table the handbook; the motion did not receive a second and therefore failed.

MOTION: Director Tarantsey moved to approve Employee Handbook as proposed; Director Jensen seconded the motion.

Vote: The motion passed 4-1

Tarantsey-Yes

Kiefer-Yes

Jensen-Yes

Keating-Yes

Shepherd-No

Unfinished Business

Friends Foundation Library MOU

The Library Memorandum of Understanding (MOU) was presented by Library Director May using the clean version, which incorporated minor revisions from the version presented the previous month. The changes consisted primarily of grammatical corrections. She noted there had been some confusion between the redline and clean versions and stated that the revised clean version was intended to improve clarity for all. Director Keating asked whether there were any questions prior to proceeding to a vote. Director May expressed appreciation to Joan Vigil for her work on the document and thanked all involved for their efforts and contributions.

MOTION: Director Jensen moved to approve Friends Foundation Library MOU, Director Kiefer seconded, and the motion passed unanimously.

Vote:

Tarantsey-Yes

Kiefer-Yes

Jensen-Yes

Shepherd-Yes

Keating-Yes

Budget Committee & Budget Officer Appointments

Finance Manager and Committee Member Heather Scott presented the process for appointing the Budget Officer and new Budget Committee members. She noted that this year's process mirrored prior years and reviewed the memorandum outlining the selection process. There were four qualified candidates for the two open committee seats and one single Budget Officer position seat. Heather Scott was nominated by Director Jensen to be the Budget Officer and was appointed without objection. In addition, two new Budget Committee members were recommended: Alicia Van Riggs and Dave Kanner. The Board agreed that the already scheduled March, April, and May for work sessions could accommodate budget discussions. Director Shepherd, along with other Board members, expressed appreciation to all applicants and to Arti Kirch for her service as a Budget Committee member.

Motion: Director Kiefer moved to appoint the two new Budget Committee members. Director Jensen seconded the motion, and the motion passed unanimously.

REPORTS

Director's Report

Library Director May shared several positive updates happening across the libraries. The discussion began with Director Jensen, who shared favorable feedback about the Kid Librarians section, noting that she enjoyed it and hopes it can expand to all branches. Director Keating asked a question regarding weaving, to which May explained that branch libraries are adjusting and reprioritizing sections to make room for growing collections. Director Keating also inquired about a potential change to the Community Resources Team. May explained that the team is shifting toward a more integrated, solutions-focused approach to community services, working to streamline referrals and help patrons access resources more efficiently.

Pop Survey Report

Brystan Strong, Programs Coordinator presented a detailed POP Survey Report. The program survey received 290 responses, with 222 fully completed. In gathered input on program attendance demographics, scheduling preferences, and desired offerings. Results confirmed many existing practices such as strong attendance at early literacy programs and high engagement from seniors, while also highlighting new opportunities including interested in stress management, local history, college prep and branch specific programming. Most respondents attend programs at one primary branch, and marketings through the library website remains the most effective outreach method. Moving forward, Strong will meet with branch staff to review survey results and program data to evaluate attendance, capacity, frequency, and staff workload, with the goal of maintaining sustainable and engaging programming.

Union Process

Library Director Kari May gave a brief update on the staff unionization process. May shared that JCLS received notice on or about December 1, 2025, regarding unionization. She explained that the SEIU local 503 OPEU has been designated as the exclusive bargaining representative for eligible employees and outlined the next steps. Steps include meetings between union representatives and staff, and the formation of negotiation teams. Director May emphasized that all negotiations will be conducted in executive sessions. Kari May, Brynn Fogerty HR Manager and Joan Vigil Assistant Director Public Services will be the representatives for the district. She noted that the district has retained an employment attorney to support the process and will provide updates to the board throughout the collective bargaining process.

COMMITTEE REPORTS

Advocacy Committee

Director Tarantsey shared that the Advocacy Committee will be shifting its focus this year from intensive outreach to communities and city councils. At least one city council meeting is scheduled for 2026, and Director May has coordinated with Jackson County regarding next appearance following budget process. The committee plans a strategically timed approach that builds renewal of local relationships and aims to strengthen connections across all levels of decision making.

Facilities Committee

Director Kiefer gave a quick update on the Facilities Committee. Since the last meeting, the committee has met with county representatives and are moving forward with updating intergovernmental Agreement (IGA) with the County.

Relationship Committee

The committee's report covers the main points, including the efforts to strengthen collaboration between the Foundation Board and District Board. Plans are underway to organize a few "meet and greet" interactions to help both boards understand each other's roles and support one another more effectively. The next scheduled meeting is in February 2026.

Director Keating adjourned the meeting at 5:22 p.m.

/s/ Yoli Diaz - Recording Secretary