



MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Keavin Keating (Vice President), Patty Jensen, Marissa Shepherd, Marta Tarantsey.

Additional attendees: Frank Phillips (Interim Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager) Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (Executive Assistant)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Director Kiefer read the National Library Week proclamation in which she proclaimed April 6 – 12 National Library Week.

Director Kiefer requested the addition of 'Start Director Search' under New Business, an update on HR answers under Reports, and that Ginny Auer be moved earlier on the agenda.

Motion: Director Kiefer moved to approve to add New Business the Start of Director Search, director Tarantsey seconded; the vote was unanimous, and the motion passed.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

NEW BUSINESS

Resolution 2026-08 Appropriation Transfer

Heather Scott, Finance Manager, presented Resolution 2026-08 Appropriation Transfer. Scott explained that the transfer would allocate additional contingency funds to cover the existing contract for interim director Frank Phillips for the current FY to ensure sufficient funds of coverage for March, April, May, and June.

MOTION: Director Keating moved to approve the Resolution 2026-08 Appropriation Transfer, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Roll call Vote:

Kiefer-Y

Jensen-Y

Tarantsey-Y

Shepherd-Y
Keating-Y

FY2027 COLA

Brynn Fogerty, HR Manager, presented the FY2027 Cola recommendation as a component of a wage increase for the 2027 fiscal year based on the Board approved methodology and comparisons with similar library systems identified by the Data and Analytics Coordinator. Fogerty recommended (or recommends) a 2.5% COLA for FY26-27. Initial analysis showed a 2.6% average, but the recommendations was lightly lowered to align with the anticipated personnel budget while remaining competitive. AS an update to the cover memo, Fogerty noted an error in the originally stated fiscal impact of \$375,000. After review, the corrected amount is \$270,000. She added that negotiations with SEIU union are ongoing and the wages article has not yet been finalized. Adopting this recommendation would demonstrate good faith and signal that the board is prioritizing staff concerns and the needs of the community.

MOTION: Director Jensen moved to approve the FY2027 Cola, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Adult Literacy

Joan Vigil, Assistant Director of Public Services, shared that a patron had previously requested an adult literacy program, which was forwarded ahead of the March agenda but so to timing it was not brought forward for discussion until now. She noted the patron, Mr. Whitaker had approached her last while she was at Central Point City Council. They met briefly in October, where he shared his ideas and passion for adult literacy, though with limited resources. Staff has discussed the library's strategic work and ongoing focus on literacy. Vigil said that while the library has made significant investments in early literacy, there has not been an active adult literacy program across the county for some time. Board members' discussion included interest in recognizing the community members efforts and possibly engaging with the Literacy Council of Jackson County which may be reactivating. It was agreed to follow up with the patron and share that the topic was discussed and will be considered as part of future planning.

REPORTS

Jackson County Library Foundation Report

JCLF Executive Director, Ginny Auer, provided an update to the Board. She shared the Foundation a highly successful month of fundraising, highlighted by reaching its Library Giving Day goal on April 1 and securing the full \$30,000 matching donation. The Dolly Parton Imagination Library Initiative has also met its goal, with additional related projects forthcoming, including updated on the "Where is Dolly?" campaign. Auer shared a new marketing collaboration has expanded the Foundation's presence at the Medford Airport through shared digital advertising with the Library. The outreach Committee continues its strong engagement efforts, with the Well-Read Book Club and upcoming participation in Comic Con, where members will collect community impact stories. Overall, the Foundation expressed appreciation for the ongoing support and noted continued positive momentum.

Director Search

Director Kiefer along with Board discussed launching a more structured process to recruit a new Library Director, noting that while some initial outreach and research have begun, progress needs to accelerate given a typical four to five months hiring timeline. Interim Director Frank Phillips is leading the interim director search, he has already spoken with a few firms, and will reach out to SDAO and other resources like SBA, which advised securing expert assistance before processing. There was general agreement on the need for a formal process potentially including a committee (or committees). Multiple proposals are being gathered and will be shared with board members for review, with the idea of developing a comparison framework and confirming budget parameters. Board members were encouraged to provide individual input, particularly by reviewing and suggesting updates to the job description in advance, so the process can move forward efficiently without delays or excessive meetings.

Services Presentation

Ashley Johnson, Technical Services Manager presentation covered the full scope of Technical Services and its roles at the library. She explained how the department manages the Integrated Library System (ILS), a large database that supports cataloging, acquisitions, patron records, and the public catalog. Highlighting the library's use of an open-source systems as a cost effective, flexible and community driven alternative to expensive proprietary software. She reviewed key functions including acquisitions (ordering and tracking materials), cataloging using "MARC" records to make items searchable and classification systems that organize materials for easy access. Johnson also described processing work that prepares items for circulation, as well as the expanded role of the courier team in shipping, receiving, quality control and supporting services like book lockers and outreach. Finally, she outlined ongoing improvements such as internal supply systems and a strategic roadmap focused on strengthening operations, improving efficiency, and enhancing collection management to better serve the community.

Library Director's Report

Frank Phillips, Interim Director, reported that the library system is making a meaningful impact on the community through a wide range of high-quality programs aligned with its strategic priorities. He highlighted several key initiatives, including Rogue Reads, a community book club that has reached 1,500 participants; Jacksonville's celebration of the nation's 250th anniversary; and a meaningful early childhood literacy program. Outreach efforts, such as At Home services and participation in the Access Senior Fair at Rogue X, which drew over 2,500 attendees, demonstrate expanding engagement and accessibility. Overall, the Director's report reflects a dynamic and thriving library system.

COMMITTEE AND BOARD MEMBER REPORTS

Strategic Planning Committee

Director Tarantsey shared an update from Strategic Planning Committee, noting that the group, which includes Library director Phillips, Director Shepherd and Admin team members have been working to identify a clear, accessible framework that can be understood and shared across all audiences, including the public, library staff, volunteers, and board members. The committee plans to distribute a draft for board feedback, with a study session anticipated in May and formal adoption targeted for June, allowing the plan to align with the new fiscal year beginning July 1. The plan emphasizes strengthening foundational practices, maintaining current positive momentum, and improving communication and community focus. The committee is also prioritizing the development of measurable strategies, using tools like a SMART framework to track progress and ensure accountability throughout the upcoming 18-month plan.

Talent Incident report update

Director Kiefer, with input from Director Tarantsey summarized the HR investigation on the Talent library incident, noting that the report identified policy gaps, training needs and recommendations to strengthen procedures and staff guidance. While no formal action was taken, the board agreed that Director Keating and Director Tarantsey would review the findings and recommend the next steps, including which items to send to the Policy Committee. Expected areas for review include policy updates, conduct rules, staff guidelines and incident response practices. The board plans targeted revisions rather than major overhauls. The board discussed holding a future work session. Due to confidentiality, the report is confidential under attorney-client privilege and will not be publicly released, key findings will guide internal improvements and implementation efforts. The Policy Committee is meeting April 27th, 2026.

ADJOURN

President Kiefer adjourned the meeting at 5:35 p.m.

/s/ Yoli Diaz

Recording Secretary