



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS WORK SESSION
Board Room Medford Branch Library
205 S Central Ave, Medford, OR
February 20, 2025, 1:00 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Marta Tarantsey, Patty Jensen, and Kevin Keating, Marissa Shepherd (Absent)

Additional attendees: Josh Letsinger, Kelda Vath, Joan Vigil, Ginny Auer, Brynn Fogerty, and Yoli Diaz (Executive Assistant).

President Kiefer called the meeting to order at 1:03 p.m. Roll call was taken. The Land Acknowledgement was read.

DISCUSSION ITEMS (Inform/Discuss)

Interim director process and potential candidates

The board discussed the interim director position with MaryKay Dahlgreen, a former state librarian and current SDAO consultant. She offered to facilitate a conversation with the board about next steps and clarifying the responsibilities of the board versus the executive director. Dahlgreen will assist with the hiring process for the interim director, help develop a position description, and potentially identify candidates. Director Kiefer explained the need for someone in a short-term role with responsibilities that differ from those of a permanent director. Director Tarantsey noted that the interim would need to assume authority typically held by the executive director, support senior staff, and serve as the public face of the library. Director Keating stressed the importance of strong management experience and the ability to address the current challenges the library is facing.

The interim director will need to handle specific issues while senior staff maintains day-to-day operations, they will need management experience and be able to handle HR investigations. There was also discussion whether the interim position needed to be posted or if the board can proceed with the 4 current resumes they already have. Director Kiefer stated JCLD's attorney had indicated they could use emergency provision without posting. Clarification is being sought.

In conclusion, MaryKay Dahlgreen will help develop the interim position description based on the board's wish list. She will also check with HR Answers about proper hiring procedures. Director Kiefer will send MaryKay their wish list, current executive director job description, and candidates resumes. A meeting for senior staff will also be scheduled at a later date and time.

The Board will meet next Wednesday for a Board Work Session with MaryKay and hold an executive session on Friday at 1:00 PM. The joint District/Foundation Board meeting that is currently scheduled for Monday 2/23 will be postponed to a later date.

ADJOURN

President Kiefer adjourned the meeting at 2:05 p.m.

/s/ Yoli Diaz
Recording Secretary