



MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Keavin Keating (Vice President), Patty Jensen, Marissa Shepherd, Marta Tarantsey (joined at 4:19 p.m.).

Additional attendees: 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 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director Kiefer introduced Frank Phillips as the new Interim Director for JCLD.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

NEW BUSINESS

E-rate Hunter Communications Contract

Kelda Vath, Assistant Director of Support Services, presented the E-Rate Hunter Communications contract for internet services. The contract, reviewed by legal, is for three years with two optional one-year extensions, includes a major switch upgrade, and begins in July. Director Jensen noted the significant savings of \$117,607.04 (about a 90% discount). Vath clarified this reflects a 90% discount on Category 1 eligible items and an 85% discount on equipment and other Category 2 items, resulting in substantial overall savings.

MOTION: Director Keating moved to approve the E-rate Hunter Communication Contract, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Phoenix Pollinator Garden Contract

Kelda Vath, Assistant Director of Support Services, presented the Phoenix Pollinator Garden contract to proceed with Solid Ground Landscaping for implementation at the Phoenix branch. Director Keating asked about the process, referencing page 13 of the packet and a prior ITB in 2025, followed by a contract approval in January that was later rescinded. He asked if Solid Ground is a new proposer. Vath confirmed yes, explaining the previous bidder was deemed non-responsive based on several criteria, and it was in the District's best interest not to proceed with that contract.

MOTION: Director Jensen moved to approve the Phoenix Pollinator Garden Contract with Solid Ground Landscaping, Director Kiefer seconded, the vote was unanimous, and the motion passed.

Solar Spectrum

Kelda Vath, Assistant Director of Support Services, presented the Solar Spectrum contract with artist Peter Erskine of the 100 Libraries Project, who visited last January. Thirteen library branches will receive donated prism panel artworks that create rainbows using sunlight. Director Kiefer asked about cost; Vath said the artist is donating time, materials, and installation, worth an estimated value of \$150,000 for 13 pieces. The District's cost is limited to providing equipment necessary for installation (e.g., lift/ladder), estimated at \$10,000. Director Keating asked whether the artist would need to work through the Foundation for a tax write-off. Vath said this had not been discussed, noting the artist has worked with multiple Oregon libraries without that issue, and she will follow up with more information.

MOTION: Director Keating moved to approve the Solar Spectrum Contract, with artist Peter Erskine, Director Jensen seconded, the vote was unanimous, and the motion passed.

Resolution 2026-06 Emergency Procurement

Jacquelyn Bunick, Legal Counsel, presented the Board with Resolution 2026-06: Emergency Procurement. She explained that, in order to directly procure a service contract for an interim director under these circumstances, the most appropriate option is to rely on an Oregon statute that permits direct procurement in the event of an emergency. In this case, the emergency is defined as the termination of the library director and the immediate vacancy that followed. Rather than leaving the position vacant for an extended period while the Board conducts a full search for a permanent replacement, this resolution outlines the requirements and establishes the foundation for determining that an emergency need exists, thereby allowing for the direct appointment of the contract.

MOTION: Director Keating moved to approve the Resolution 2026-06 Emergency Procurement to enter into a contract for an interim director, Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Roll call vote

Kiefer- Y

Keating- Y

Shepherd- Y

Tarantsey- Y

Jensen- Y

Interim Library Director Contract

Jacquelyn Bunick, Legal Counsel, presented the Board with a draft of the Interim Library Director contract for the hiring of an interim director as an independent contractor. She noted that three potential changes have come up since the draft was prepared. Bunick recommended that the Board consider a motion to approve the contract with a possible modification that had not yet been finalized, emphasizing that she does not believe the contract is ready for signature at this time. She explained that the first change appears on page 24 of the packet, within the insurance section. Specifically, subsection A regarding workers' compensation insurance would be omitted, as the independent contractor will not have employees, eliminating the need for that coverage and streamlining the provision.

The second change related to professional liability insurance. Mr. Phillips indicated that he can have this coverage in place within one week. As such, the contract would be revised to include language requiring that the insurance be secured within one week of the contract's effective date. Bunick stated that this is acceptable, as she does not anticipate any significant decision-making occurring during that initial period, and the insurance would not be effective until it is in place.

The third change involved a request to include indemnification language. Mr. Phillips asked that, in the event a claim or lawsuit arises from actions he takes on behalf of the district, the Library District would provide defense and indemnification. Bunick explained that some of these scenarios may already be covered under general or professional liability insurance, depending on the circumstances. While employees are typically covered by the district in this way, an independent contractor creates a potential gap. She advised that this issue should be resolved before entering into the contract. She has reached out to the district's insurance provider but has not yet received a response and does not expect one until possibly the end of the week.

Bunick recommended that, if the rest of the contract is acceptable, the Board consider a motion to approve entering into the contract pending counsel's approval of the indemnification language, assuming it is also acceptable to the contractor. Director Jensen asked about the start date. Bunick responded that the intention was for the contract to begin tomorrow; however, she advised waiting until clarification is received from SDAO and the insurance provider, at which point the effective date would be updated accordingly. The current draft lists March 18, and the agreement includes an eight-month term, with the option to extend or amend if additional time is needed. She also noted that the contract includes provisions for reimbursement of direct expenses, such as training or conferences the Board may wish the interim director to attend.

MOTION: Director Tarantsey moved to approve that the Board approve the contract, pending the indemnification clarification from our council with the start date to be adjusted accordingly upon clarification, Director Keating seconded, the vote was unanimous, and the motion passed.

Roll call vote

Kiefer- Y

Keating- Y

Shepherd- Y

Tarantsey- Y

Jensen- Y

Resolution 2026-07 Financial Authority

Jacquelyn Bunick, Legal Counsel, presented the Board with Resolution 2026-07: Financial Authority. She noted that, because the Board has not yet entered into a contract with the interim director, the resolution is premature. The intent of the resolution is to grant Frank Phillips the authority to enter into transactions up to \$25,000, similar to the authority previously held by the former library director, in order to avoid bringing routine contracts back to the Board for approval each time. Bunick explained that, in its current form the resolution does not work because it is written to take effect tomorrow and assumes that a contract with Mr. Phillips has already been executed, which is not the case. Her recommendation was to table the resolution until the next meeting. Director Kiefer asked whether the Board could amend the effective date to coincide with the date the contract is signed. Bunick responded that this would be possible; however, she noted that if, for some reason, the contract is not ultimately executed, the Board would then need to rescind the resolution.

Motion: Director moved to approve Resolution 2026-07 Financial Authority to provide Frank Phillips with the authority to enter purchases or contracts on behalf of the District , in the amount not to exceed \$25,000 effective on his hire date, Director Jesnsen seconded the vote was unanimous and the motion passed.

Roll call vote

Kiefer- Y

Keating- Y

Shepherd- Y

Tarantsey- Y

Jensen- Y

REPORTS

Mark Wolf (Labor Law Attorney, Eugene, OR) presented an overview of collective bargaining, including

terminology, guidelines, compliance, and the Public Employees Collective Bargaining Act (PECBA), which outlines obligations, timelines, and bargaining requirements. Director Shepherd requested a copy of the presentation. Director Kiefer asked about board participation on the negotiating team; Wolf said there is no prohibition but cautioned against a quorum and noted the time commitment. Kiefer also asked how teams are chosen; Wolf said typically HR, financial staff, and operations personnel. Director Keating asked about legal representation; Wolf said he would assist initially and help determine ongoing needs. Keating also asked about attending negotiations without being on the team; Wolf said it may be possible but should be addressed in ground rules. Director Jensen asked about timing; Wolf said the 150-day timeline has not started but is expected to begin soon.

Jackson County Library Foundation Report

JCLF Executive Director, Ginny Auer, provided an update to the Board. She shared details about a recent foundation event held on March 3 in support of Dolly Parton's Imagination Library, which included a luncheon at the Rogue Valley Country Club. The event was well attended, with over 200 participants. She thanked Director Jensen and Director Kiefer for attending and showing their support. Auer reported that the foundation has raised \$55,000 so far toward its \$62,000 goal, with donations still coming in. She explained that there are approximately 2,000 babies born in Jackson County each year and the goal is to have the resources necessary to enroll every Jackson County newborn in Dolly Parton's Imagination Library this year. The annual cost to support that effort is about \$62,000, which is why the fundraising goal is set at that amount. She also shared that the foundation is currently in the midst of its Library Giving Day campaign, with the official day taking place on April 1. A \$30,000 matching gift is available, meaning that all donations received between now and April 1 will be doubled, up to that amount. Auer noted that the Well Read Book Club continues to go well, with the next meeting scheduled for April 11. The selected book is *The Hitchhiker's Guide to the Galaxy*. She also shared that Quady North Winery will be donating 10% of its A4242A Syrah sales during the month of April to the foundation. Finally, she reported that now the Pollinator Garden project has been approved, and she will begin working with contractors and grant writers to pursue funding opportunities to support the project. Auer expressed excitement about moving forward with the Pollinator Garden.

Library Director's Report

Kelda Vath, Assistant Director of Support Services, shared updates on the many engaging activities and events taking place across all JCLS branches. She shared the library now offers access to ConsumerReports.org. She noted that staff response to the launch was extremely positive, with many sharing that patrons began using and recommending the resource almost immediately. Vath highlighted a few examples of community engagement. In Shady Cove, volunteers recently gathered to help organize seed packets in preparation for an upcoming seed giveaway, demonstrating strong community involvement. In Central Point, staff assisted a patron who needed help updating their resume. The patron was referred to the library's Peterson's Guide online resource, which includes a resume builder tool, and was able to quickly complete their resume. She concluded by sharing encouraging data related to community engagement, emphasizing the wide range of positive activities happening within the department.

COMMITTEE AND BOARD MEMBER REPORTS

Director Tarantsey shared that the Strategic Planning Committee met last week and agreed on an 18-month strategic roadmap duration, with its anticipated adoption in June for a July 1 start. The roadmap will guide operations through December 2027. The timeline allows ample opportunity for a new permanent director to contribute their vision and have it reflected in a future longer-term strategic plan. She thanked Josh Letsinger for his work, along with the administrative team, and acknowledged the valuable feedback gathered from community surveys, partner and stakeholder outreach, and input collected during the Facilities Master Planning process. Director Shepherd chimed in, noting that the committee aligned several key priorities: strengthening the library's foundation, improving communication, and continuing the strong work already underway. This includes maintaining and expanding connections with community partners such as La Clinica, and ensuring the library remains a visible and active presence in the community. She also recognized Josh for already leading meaningful efforts in this area.

ADJOURN

President Kiefer adjourned the meeting at 5:10 p.m.

/s/ Yoli Diaz

Recording Secretary