JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
August 19, 2026, 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Frank Phillips (Interim Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Heather Scott (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (Executive Assistant).

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS/PROCLAMATIONS

NA

CONSENT AGENDA

Director Keating requested a minor amendment to the Board Retreat minutes language under "Library Workplace Culture" to specify that employee affinity groups must be open to all.

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

NEW BUSINESS

Staff Day

Brynn Fogerty, HR Manager, presented a request for Board approval to close all libraries on Friday, October 2, 2026, for Staff Appreciation Day. Fogerty shared the day will include lunch, live music and service award recognition as well as opportunities for staff across the district to connect.

MOTION: Director Tarantsey moved to approve the closure of Libraries for Staff Day; Director Jensen seconded; the vote was unanimous, and the motion passed.

Proposal for a Salary Study

Fogerty presented the Board with a salary compensation proposal. She shared that Mcgrath (HRG) has been in business for 25 years, completing 641 compensation studies for public entities. She also shared the most recently completed study for the City of Ashland. Conducting a compensation study every 3–5 years is outlined in the JCLS handbook and upcoming strategic roadmap.

MOTION: Director Keating moved to approve Proposal for a Salary Study as presented. Director Tarantsey seconded; the vote was unanimous, and the motion passed.

RESOLUTION 2027-02
Heather Scott, Finance Manager, presented Resolution 2027-02, to move $30,000 from the contingency fund to cover the Salary Study, as it was not included in the original budget.

MOTION: Director Keating moved to approve Resolution 2027-02. Director Tarantsey seconded the motion. The vote was unanimous, and the motion passed
Roll Call Vote
Kiefer- Y
Jensen- Y
Tarantsey- Y
Shepherd – Y
Keating- Y

Legal Service Contract
Interim Library Director Frank Phillips presented the renewal of the legal services contract with Jarvis Glatte Bunick, LLP, for retroactive approval, as the previous contract had expired prior to the renewal. The contract authorizes legal services not to exceed $25,000 during the contract term, with specified hourly rates. The contract is being made retroactive to cover legal expenses incurred since July. Director Jensen questioned whether the $25,000 cap would be sufficient given the potential for additional legal work associated with hiring a new Library Director. Jacquelyn Bunick noted that legal fees have returned to normal levels following a period of higher activity during the previous fiscal year and that the contract amount is consistent with the approved budget. She added that the contract could be amended if additional legal services are needed.

MOTION: Director Jensen moved to approve the Legal Service Contract with Jarvis Glatte Bunick, LLP **.** Director Tarantsey seconded the motion. The vote was unanimous, and the motion passed

Orange boy Contract Renewal
Kelda Vath presented a contract renewal for the OrangeBoy Savannah platform, which includes the addition of a new collection diversity analytics component. Director Keating asked whether the Data Committee could review the collection diversity analytics data. Vath confirmed that the new component has not yet been implemented. Vath also clarified that the newsletter is public-facing rather than internal. It includes the JCLS newsletter, Education Services newsletter, and patron communications, such as branch closure notices.

MOTION: Director Tarantsey moved to approve the Orange boy Contract Renewal. Director Jensen seconded the motion. The vote was unanimous, and the motion passed

Facilities Condition Assessment Update
Vath provided a brief update on the progress of the Facilities Condition Assessment process. She shared that Phillips, Crystal, and she have met with four companies capable of completing the assessment. The team currently has three proposals in hand and is awaiting the fourth. The facilities Committee will meet on September 10th to review the proposals using an evaluation matrix. A recommendation will then be presented to the Board at the September Board Meeting.

Unfinished Business
Work Session Topics
The board discussed future work session topics. Board members discussed focusing on committee work in the interim, with a possible October study session dedicated to the director finalist visit process. Director Tarantsey also noted that she would be reaching out to the State Library of Oregon about developing a collection development and maintenance training module for board and trustee members. The September 2 study session was cancelled, and Board members will come prepared to the September Board meeting with ideas for future study session topics.

REPORTS

Annual State Statistics

Regina Mannino, Data and Analytics coordinator, presented the end-of-fiscal-year 2026 statistical report, covering six key performance indicators (KPIs) and strategic plan metrics. Total circulation reached 1.9 million, an increase of 5%, or approximately 89,000 more checkouts than the previous year. Physical circulation totaled 1.29 million, a slight decrease of 7,000, or 0.5%, and has remained relatively flat for the past three years. The report was received and discussed. Staff will look into the factors driving trends in Spanish-language circulation, while the Data Committee will continue reviewing analytics and providing context for the KPIs.

Financial Report

Heather Scott, Finance Manager presented a preliminary FY26 year-end financial report and reported that the District remains within budget across all categories, with no significant variances identified since the previous report. The Board asked whether in-district mileage was over budget. Scott attributed the variance to underbudgeting, increased technology-related travel, and a slight increase in the mileage reimbursement rate. Heather also reported that audit preparation is underway, including account reconciliations. Minor classification adjustments may be made, but no significant changes are expected.

Director's Report

Frank Phillips, Interim Library Director, Interim Library Director Frank Phillips provided an update on ongoing union negotiations with SEIU. Negotiations are being held each Thursday, except this week, with the goal of finalizing the Collective Bargaining Agreement (CBA) in September. Board members asked about the outlook for wages and benefits. Phillips reported that the District has submitted its initial response and is awaiting the union's counterproposal. He will continue to keep the Board informed. Phillips also shared a notable social media achievement. On August 10, JCLS posted on Instagram Threads asking for five new followers to reach 3,400. The post received 35,900 likes and resulted in 20,470 new followers, bringing the account's total to approximately 23,865. Post reactions increased by 2,200%. For comparison, the account had only 124 followers in 2023.

Committee and Board member reports

Director Kiefer provided an update on the Library Director search process being managed by Bradbury Miller Associates (BMA). She reported that seven applications have been received, with screened applications expected to be provided to the Search Committee during the week of September 6. Applications will close on September 6, followed by a Search Committee Zoom meeting on September 22 to review candidates. Final interviews are scheduled for November 2–3. The new Library Director is anticipated to start no earlier than January 1.

Director Kiefer adjourned the JCLD Board Meeting at 5:20 p.m.

/s/ Yoli Diaz

Recording Secretary