JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
September 16, 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), Kristin Anderson (Area manager) Heather Scott (Finance Manager), Josh Letsinger (Community Engagement Manager), Jacquelyn Bunick (Legal Counsel), and Yoli Diaz (Executive Assistant).

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:03 p.m. The Land Acknowledgement was read, and roll call was taken.

INTRODUCTIONS/PROCLAMATIONS

Director Kiefer read a proclamation declaring September 15-October 15 as National Hispanic Heritage Month 2026.

CONSENT AGENDA

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

EXECUTIVE SESSION
Board convened into Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations at 4:12pm

The Board came out of closed session at 4:48 pm

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE
None

NEW BUSINESS

JCLD/JCLF MOU Amendment
Interim Library Director, Frank Phillips presented the board with an amendment to the MOU. He shared that no changes were made other than dates to reflect current FY.

MOTION: Director Keathing moved to approve the JCLD/JCLF MOU as presented; Director Tarantsey seconded; the vote was unanimous, and the motion passed.

Strategic Roadmap
Josh Letsinger, Community Engagement Manager, presented a two-year Strategic Roadmap developed by the Strategic Planning Committee, which included Director Tarantsey, Director Shepherd, Interim Library Director

Phillips, Joan Vigil, Kelda Vath, and Letsinger. The planning process began in the fall with community listening sessions, staff and stakeholder surveys, and consultation with The Ausland Group. Originally intended as a five-year plan, the roadmap was narrowed to two years following the departure of the previous director, with a focus on organizational stability and establishing a strong foundation for the incoming director. Key priorities include strengthening core competencies, establishing clear processes and benchmarks, and building trusting relationships with key partners.

MOTION: Director Tarantsey moved to approve the Strategic Roadmap as presented. Director Jensen seconded; the vote was unanimous, and the motion passed.

Facilities Condition Assessment
Kelda Vath, Assistant Director - Support Services, presented a recommendation to award a professional services contract to Arkitek for a facilities condition assessment and capital management and funding plan. Vath shared that Reported that four proposals were received and evaluated; two finalists were identified after scoring. Follow-up interviews were conducted to address outstanding questions. Assessment is expected to begin in October.

MOTION: Director Tarantsey moved to approve and seconded to approve a special procurement under ORS 279B.085, authorizing the interim director to negotiate and execute an agreement with Arkitek not to exceed $85,000. Director Jensen seconded the motion. The motion passed.

Expenditures Approval FY27 Carpet/Flooring Projects
Kelda Vath, Assistant Director of Support Services, presented a recommendation for flooring replacement projects at the White City and Ashland library branches, totaling approximately $193,627. Vath explained that the district's buildings are nearing 20 years old and that maintaining a regular flooring replacement schedule is standard practice. Ashland has existing trip hazards. Delaying replacement risks higher future costs as material prices rise.

MOTION: Director Tarantsey moved to approve the FY27 flooring replacement projects at the White City and Ashland library branches and authorize the Interim Library Director to proceed with procurement through the Oregon State Price Agreement with Shaw Integrated Solutions, Inc., consistent with the adopted FY27 budget. Director Jensen. The motion passed by a vote of 4-1.
Kiefer- Y
Jensen- Y
Keating- N
Shepherd- Y
Tarantsey-Y

UNFINISHED BUSINESS
Work Session Topics
The board discussed future work session topics. Board members discussed focusing on board preparation for the incoming director, including communication, relationship dynamics, governance, and a board self-evaluation. Director Tarantsey will contact the Gordon Elwood Foundation to facilitate the session. If the Foundation is unavailable, the board will conduct an internal discussion similar to the retreat format.

REPORTS

Director's Report
Interim Director Frank Phillips presented the director's report, highlighting branch activities, the director search, and staffing updates. The director search received 23 applications, with 20 under consideration and preliminary interviews expected in October. A finalist was identified for the Facilities Coordinator position. Phillips also

shared that Regina Manino, Data Analytics Coordinator, introduced a new monthly snapshot tracking key library metrics. He noted that a temporary online registration issue contributed to a decline in new cardholders.

Committee and Board member reports

The September 22 joint JCLD/JCLF Board meeting was officially cancelled due to scheduling conflicts. The boards will work to reschedule the meeting, with the JCLD Board taking a more proactive role in proposing dates and coordinating logistics. In the interim, Director Kiefer will share opportunities for JCLD Board members to attend Foundation Board meetings to strengthen collaboration and communication.

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

/s/ Yoli Diaz

Recording Secretary