

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty

Additional participants/attendees: Lisa Marston (District Administrator), Jackie Bunick (Legal Counsel), Kari May (Library Director), Laura Kimberly (Assistant Library Director), Kristin Anderson (Zone/Branch Manager), Nancy Peterson (Outreach Coordinator), Donovan Edwards, (Administrative Assistant), Jennifer Giltrop (Chief Library Officer, LS&S), Denise Galarraga (Regional Library Director, LS&S), Greg Toth (CEO, LS&S), Pat Harper (SOHS Archivist)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:00 p.m.

INTRODUCTIONS & PROCLAMATIONS

President Kiefer introduced Kari May (Library Director) and Greg Toth (LS&S CEO). President Kiefer proclaimed September 2018 as Library Card Signup Month.

CONSENT AGENDA

MOTION: Doty moved to approve the Financial Report as corrected. Turner seconded the motion. The motion was approved unanimously.

Kiefer announced that there was Board consensus to move the Board Advance minutes of July 12, 2018 to New Business.

REPORTS AND PRESENTATIONS

Library Director's Report

May informed the Board that since she had recently taken over the Library Director position that she had asked Kimberly to compile and discuss the report. Kimberly summarized the Director's Report and updated some of the new vacant positions that are being filled. Staff participated in the 52nd Annual Children's Festival at the Britt Grounds in Jacksonville, Oregon July 7th through July 9th, 2018. Staff from Applegate, Ruch and Jacksonville Branch Libraries participated in the Cantrall Buckley Park's 50th Anniversary Gold Jubilee event. Due to a lack of internet connectivity at that location staff were unable to sign patrons up for library cards however they did discuss how patrons could do so.

SOHS Library Quarterly Report

Harper provided a summary for the SOHS Quarterly Report highlighting an essay contest being created that will hopefully give purpose to outreach for teachers, promote SOHS's Saturday hours and draw high school students into the SOHS and JCLS Libraries. At least one scholarship will be provided as an award.

FY 2017-2018 Statistical Report

Overall, Galarraga described circulation as flat but noted significant increases in electronic resources including Library2Go and Hoopla. Doty mentioned the increased attendance for Outreach to Childcare. Peterson said she appreciates the support for the program and explained that in the State of Oregon they are targeting the children that have not started school yet. The addition of a bilingual staff position has also been a big help with the program.

Kiefer noted that the interlibrary loans had decreased. Galarraga said that because there are costs associated with that to include the patrons that it may discourage the use and that it is sometimes more cost effective to just order that book especially if it is going to be useful to the collection.

Doty asked if there had been any feedback on the Event Guide and whether it had been determined that it was worth the cost. Giltrop said that the guide had only been circulating for two quarters and that they had not had the opportunity to gauge its success however they had received positive comments and there has been a noticeable increase in program attendance. Without the labor included it does cost about \$25,000 per year and staff are looking at that.

Board Annual Plan/Master Calendar

Marston explained that the objective of the Master Calendar is for the Board to see upcoming action items over a longer time period than the Agenda Planning Worksheet which provides a three month snapshot. She said this will be helpful for those serving on one of the committees to see due dates for tasks and reports. Marston added that she based this on comments made during the recent Board Advance and that these are topics the Board will need to make decisions on citing policies and funding commitments as items that will be included. Items specific to Amendment 1 of the JCLD and LS&S contract and Board priorities that had been identified at the Board Advance will also be included.

NEW BUSINESS

Board Annual Advance July 12-13, 2018; Ruth Metz Notes

Doty noted that there are multiple terms for Cardholders and User Base and recommended deciding upon a term and moving forward only utilize that one. Doty also noted on page 10 of the Board packet that under Segue to 2020 that the line A6 was inaccurate and asked that it be removed. On page 11 of the Board packet also under Segue to 2020 she asked for line D4 to be reworded to include “as the User Base is affected”.

Turner agreed with Doty’s request to limit some of the terminology and also recommended rewording the final line on page 5 to read that JCLD will match whatever the state policy is for active cardholders.

Prokop also agreed with Doty’s request about the terminology. May added that consistent language is one of the things staff are looking at while working on the revision of the 2 Year Active Cardholder Plan.

Shaw was under the impression that she was to look into speaking with Lonnie Slack about possible alley parking in Ashland, Oregon. Mr. Slack has sold that building to a Ted Bemis who is not interested in opening up parking spaces to the library. She did ask that if he did ever intend to sell the property that he give a call to JCLD first.

MOTION: Doty moved to approve the Board Annual Advance July 12-13, 2018 minutes and Ruth Metz Notes as amended. Prokop seconded the motion. The motion was approved unanimously.

RCC Contract Amendment

MOTION: Turner moved to adopt the RCC contract amendment. Prokop seconded the motion. The motion was approved unanimously.

New Facilities Committee Member

Doty nominated Ronnie Budge as a new Facilities Committee member. She also announced that May would be joining the Facilities Committee as well.

MOTION: Turner moved to approve Ronnie Budge as a new Facilities Committee member. Shaw seconded the motion. The motion was approved unanimously.

Request Approval for Date of Comic Con 2019

MOTION: Turner moved to approve the dates for Medford Comic Con as April 27th and 28th, 2019. Doty seconded the motion. The motion was approved unanimously.

OLD BUSINESS AND UPDATES

Collection Development and Management Plan

Glimpse provided a list of references used to develop the plan and also handed out to the Board an updated Collection Development and Management Plan. Per request by Giltrop Glimpse noted that on page 48 of the Board packet under Digital Resources she added the approximate value of the state databases. On page 54 of the Board packet Glimpse had omitted \$100,000 from Childrens Materials to support school curriculum.

Prokop was concerned about the amount of references to Spanish language and stated that it had been noted in the past that Spanish materials do not necessarily have to be in Spanish but it could be a Spanish related topic but written in English or another language. He noted that on page three under the Ongoing Collection Analysis and Modifications that some mention of digital content should be made. Prokop was pleased to see the Technology Plan included but recommended removing Chrome Books from under the Library of Things on page 49 of the Board packet since that had been for another purpose other than E-Books.

Turner recommended on page 55 of the Board packet that the Fiscal Year Materials Budget be changed to March or April to coincide with the JCLD Budget document.

Compensation Analysis

Giltrop read a letter from Todd Frager, CFO/COO, LS&S in response to the Compensation Analysis questions from the June 14th, 2018 regular board meeting. In the letter Mr. Frager went over staff payroll compensation in addition to speaking on the increase in staffing, pay ranges and salary bands which are based on many factors but may not necessarily dictate what the starting pay scale will be for new staff. To improve the accuracy of reporting the financial statistics provided by the directors for the annual report will be reviewed and validated by the Accounting Department.

Shaw pointed out that there have been a couple times recently that information has been provided to either the Board or LS&S during the meetings rather than prior to which does not provide any time to review the material or respond. She noted that Mr. Frager had commented about that himself during the June Board meeting but by have this letter read at this meeting he now does the same thing.

Turner says she hopes that now both parties can move forward and work on a plan to provide increased wages annually also acknowledging that both JCLD and LS&S would be responsible for this. Giltrop said that the letter was based on a review of what has happened, it still does not address where people fall within the market. Marston added that the Oregon Equity Pay Act goes into effect January 1st, 2019 which will require equal pay for comparable positions.

COMMITTEE AND BOARD MEMBER REPORTS

None.

Adjourn

Kiefer adjourned the meeting at 5:56 p.m.

/s/ Donovan Edwards
Recording Secretary