

JACKSON COUNTY LIBRARY DISTRICT BOARD MEETING
MINUTES FOR THE MEETING
HELD ON JULY 3, 2014

The Library District Board Meeting was opened by Board Member Jill B. Turner on Thursday, July 3, 2014, at 9:31 a.m. in the Courthouse Auditorium. Those present were:

Board Member Monica Weyhe, Position 1
Board Member Maureen Swift, Position 2
Board Member Jill B. Turner, Position 4
Board Member Carol Doty, Position 5
Lynell Dewey, Recording Secretary
Members of the Public and Press

ABSENT: Board Member Susan Kiefer, Position 3

1. Swearing in of Board Members

Each of the Board Members present was sworn in individually by the Honorable Pam Turner.

2. Election of President

Board Member Weyhe nominated Jill B. Turner for President, due to her substantial financial experience which is so important for the first year of the Library District. Board Member Swift seconded the motion. Those who voted aye: Board Member Weyhe, Board Member Swift, Board Member Doty, and Board Member Turner. Motion passed.

3. Appointment of Librarian to Act as Recording Secretary

It was noted that Oregon Revised Statutes (ORS) requires the appointment of a Librarian to act as Recording Secretary, but the Board also wishes to elect a Vice President. Board Member Weyhe noted that the Vice President serves a different role than the Librarian. Board Member Doty made a motion to nominate Monica Weyhe for Vice President in recognition of her years of experience as director of a similar public library district and many years of public finance and administration. Board Member Swift seconded that motion. Those who voted aye: Board Member Doty, Board Member Swift, Board Member Weyhe, and President Turner. Motion passed.

The role of Librarian for the Library Board was discussed and Board Member Weyhe stated that the Librarian acting as Recording Secretary is normally the Library Director of the Special District, and does not have to be the same person who signs the minutes. Board Member Swift agreed.

Mr. Danny Jordan, County Administrator, explained that a County employee was acting as Recording Secretary for this first meeting, and for subsequent meetings it would be a contractual agreement between the Board and the County, or the Board could make other arrangements.

Board Member Weyhe suggested Library Director (currently Kim Wolfe) or her designee be appointed as the Librarian and Recording Secretary. The Library Director may appoint staff to record and draft

the meeting minutes, and to attend meetings for other reasons. Board Member Swift agreed. Board Member Doty made a motion to appoint Ms. Kim Wolfe as Recording Secretary and Librarian. Board Member Weyhe seconded the motion. Those who voted aye: Board Member Doty, Board Member Swift, Board Member Swift, and President Turner. Motion passed.

President Turner noted there were many people attending this meeting, and she wanted to give them the opportunity to address the Library District Board at this time.

8. *Audience Questions or Comments Concerning Items Not on the Agenda.*

No one wished to address the Board. President Turner thanked the voters of Jackson County for the work done to form this Special District, and the public has spoken about the form of government regarding governance for the libraries. She thanked everyone who donated and worked so hard to make the District happen, including County employees, Administrator Danny Jordan, and the County Commissioners. Board Member Doty agreed that it was an historic moment, and wonderful to know that Jackson County will have libraries into the future. Board Member Swift stated that she was honored and humbled by the vote of the community to be a part of this Board, and will do the best job she can for the voters to honor their requests and requirements with regards to libraries.

4. *A Resolution Authorizing the President of the Library District Board to Execute an Intergovernmental Agreement (IGA) Between Jackson County and Jackson County Library District for Library Facilities and Services.*

President Turner explained that even though the governing of the Libraries is changing, it is a process. She thanked Jackson County for continuing to operate the libraries until the Board can assume its responsibilities. It is the Board's intent to enter into an agreement with Jackson County to continue to operate the libraries over a period of time as responsibilities are gradually transferred to the Library District Board. The Board has been elected and has power to tax, but doesn't have a bank account, or a penny to deposit, and won't have revenues until November. The County will be a partner in going through that process, and will continue to operate the libraries while the Board determines funding and enhancing services. President Turner read the Resolution by title, and stated that because the Board is brand new, more time is required to review the Intergovernmental Agreement (IGA). There was discussion on the IGA, the Board's desire to thoroughly understand the document before signing, and the need to retain counsel to review this and future documents.

There was a lengthy discussion regarding public meeting laws. All meetings or discussions that include a quorum must be conducted in a public forum, with proper public notice and agendas.

Mr. Jordan stated that the County is working in good faith with the District and assumes the County will continue existing library services until the District receives revenue from the levy. He explained that the County adopted a budget for the library with the intent to be able to certify a rate that would fund that budget, should the District be approved by the voters. The County Budget Committee and Board of Commissioners stated that if the District did not pass, the Budget Committee would meet again in order to discuss reducing funding to the libraries. It is the County's expectation that the Library District will fund those library services, and whatever rate the Board sets must be sufficient to fund the services that the County, in good faith, is continuing to provide while the Board is moving through the process. The County is not pressuring the District Board to enter into the IGA today, and understands the need for legal review by the District's counsel. The Resolution was on the agenda for this meeting because the District became responsible for the Libraries on July 1, 2014, and the County will continue to operate the libraries in good faith while the District continues the process, even if it takes all of July.

Board Member Weyhe made a motion to continue the topic of the IGA with Jackson County to the next meeting. Board Member Doty seconded the motion. Those who voted aye: Board Member Weyhe, Board Member Doty, Board Member Swift and President Turner. Motion passed.

5. *Discussion of a Permanent Rate Tax Certification to the Jackson County Assessor or the Extension of a Permanent Tax Rate Certification.*

a. *A Resolution Approving a Permanent Rate Tax Certification to the Jackson County Assessor at the Rate of \$.6000 per \$1,000 of Assessed Value.*

OR

b. *A Resolution Approving the Extension of a Permanent Rate Tax Certification to the Jackson County Assessor.*

President Turner explained that normally budgets are concluded by June 30, and staff must complete and submit the paperwork to the Assessor by July 15. As a new District, the Board has taxing power without going through that budget process, but must determine a budget and tax rate as stewards of public money. President Turner distributed a calendar (*Submission No. 1*) and suggested the Board adopt the second resolution, which approves an extension of a permanent rate tax certification until August 15. She noted that the City of Ashland has historically levied taxes for that library branch, and has asked the District to make the tax rate decision July 25, 2014, in order for the City to decide if it will levy or not levy its library taxes. Board Member Doty pointed out an error in the resolution which says \$.06 per thousand, rather than the correct \$.60 per thousand.

Board Member Swift made a motion to approve the Resolution Approving the Extension of a Permanent Rate Tax Certification to the Jackson County Assessor (*Resolution No. 1*), with the necessary correction of \$.60 per thousand. President Turner seconded the motion. Those who voted aye: Board Member Swift, President Turner, Board Member Weyhe and Board Member Doty. Motion passed.

6. *A Resolution Authorizing Taxes Collected for the Jackson County Library District be Entrusted with the Jackson County Treasurer for Investment and Expenditure in Accordance with the Intergovernmental Agreement Between Jackson County and Jackson County Library District for Library Facilities and Services.*

President Turner read Agenda Item No. 6 by title. Mr. Jordan noted that the Library District Board is a local government, and will receive funds, but doesn't yet have the ability to deposit or invest those funds, or make expenditures. As a local government, the District will be eligible to invest in the Local Government Investment Pool (LGIP). The County investment plan earns three times the rate of the LGIP, but the District can choose to invest with the County or have the District invest the funds with LGIP. Oregon law allows the County Treasurer to perform these tasks on behalf of a Special District. He suggested this topic be continued to a future meeting because it is tied to the assumption that the County is going to provide library services, and would be making payments on behalf of the Library District.

Board Member Weyhe made a motion to continue Agenda Item No. 6 to a future meeting. Board Member Swift seconded the motion. Those who voted aye: Board Member Weyhe, Board Member Swift, Board Member Doty and President Turner. Motion passed.

4. *A Resolution Authorizing the President of the Library District Board to Execute an Intergovernmental Agreement (IGA) Between Jackson County and Jackson County Library District for Library Facilities and Services.*

President Turner returned to Agenda Item No. 4. Board Member Weyhe made a motion to rescind the motion to continue Item No. 4 to the next meeting. Board Member Doty seconded the motion. Those

who voted aye: Board Member Weyhe, Board Member Swift, Board Member Doty and President Turner. Motion passed.

Board Member Doty distributed a document (*Submission No. 2*) and made a motion to approve a request to the County for the Library District to receive video lottery dollars for fiscal year 2014-2015. Board Member Weyhe seconded the motion, and the topic was discussed at length. Mr. Jordan stated that the Board was welcome to make requests to the Board of Commissioners, but noted that the Commissioners supported and referred the Library District with the intent that the District would pay for the cost of Library services. Video lottery funds go into the General Fund, just like the rest of the funds the County is no longer providing to the Library. It is not a separate fund or a line item. Video lottery funds must meet criteria for economic development and have been used for Libraries in the past, but can also be used for public safety and other services the County supports with discretionary funds. Although the Library District passed, the County still has a general fund operating deficit of over \$1 million, and losing video lottery funds would increase the operating deficit to nearly \$1.8 million. The goal of the Board of Commissioners to refer this District was to reduce or eliminate the operating deficit.

Board Member Swift expressed her belief that asking the County for these funds is not an option, and there are many other things the Board needs to focus on. Board Member Weyhe agreed. President Turner stated that as much as the Board would like to have additional funds to cover operating costs for more than sixteen months, pursuing this could interfere with the process, and might delay the intergovernmental agreement with the County. These comments prompted Board Member Doty to withdraw her original motion. She will contact individual Commissioners to discuss this issue.

Board Member Weyhe made a motion to continue Agenda Item No. 4 to a future meeting. Board Member Doty seconded the motion. Those who voted aye: Board Member Weyhe, Board Member Doty, Board Member Swift and President Turner. Motion passed.

7. *Next Meeting Date/Regularly Scheduled Meetings*

The Board reviewed potential dates for future meetings. These meetings will take place at the Medford Library, and minutes will be taken by Ms. Kim Wolf, as Librarian and Recording Secretary. She will also store and provide access to the minutes for the public. Ms. Lisa Garcia will publish the meetings and agendas to fulfill the public noticing requirements. The next meeting will be on July 8, 2014, at 8:30 a.m. in the Adams Room at the Medford Public Library, and the only agenda item will be the selection of an attorney.

On July 15, 2014, a team building workshop and training session is scheduled from 8:30 to 11:30 a.m., followed by an orientation for the District Board by the Library staff from 12:30 to 3:30 p.m. This will not include discussions on any topics that will be deliberated on at a future date, and will not be a public meeting.

On July 16, 2014, the District Board is attending a training session in Klamath Falls sponsored by the Special Districts Association of Oregon titled, "So Now You Are Elected as a Board Member".

A Study Session and Board Meeting is proposed for July 17, 2014, at the Medford Library. The Study Session will begin at 8:30 a.m. and the Board Meeting to begin at 1:00 p.m. That meeting will include all of the agenda items continued from the July 3, 2014 meeting, including the property tax rate, in order to have a decision before the City of Ashland's deadline. Although there are many jurisdictions and organizations that are being communicated with, Ashland is the only community which uses a property tax to fund additional branch library hours and has a deadline. Mr. Jordan noted that some groups have already notified the County that they are withdrawing the funding, and the County is

continuing to carry those services with the assumption that the Library District and the County have a good faith agreement to continue to operate at the current service levels to be reimbursed later.

After a discussion of Board Member's availability, Board Member Swift made a motion to schedule regular monthly meetings on the first Thursday of each month at 9:00 a.m. Board Member Doty seconded the motion. Board Member Weyhe stated that she may be away during the first week of August, and will be away the first week in September. Those who voted aye: Board Member Swift, Board Member Doty, Board Member Weyhe and President Turner.

There being no further business or discussion, President Turner adjourned the meeting at 10:54 a.m.

JACKSON COUNTY LIBRARY DISTRICT BOARD

/s/ Jill B. Turner

Jill B. Turner, President
Position 4

/s/ Monica Weyhe

Monica Weyhe, Position 1

/s/ Maureen Swift

Maureen Swift, Position 2

ABSENT

Susan Kiefer, Position 3

/s/ Carol Doty

Carol Doty, Position 5

/s/ Lynell Dewey

Lynell Dewey, Recorder

Approved on: 8/07/2014