

JACKSON COUNTY LIBRARY DISTRICT BOARD MEETING
MINUTES FOR THE SPECIAL MEETING
HELD ON JULY 17, 2014

The Jackson County Library District Special Meeting was opened by Chair Jill Turner on Thursday, July 17 at 8:33 a.m. Those present were:

Board Director Carol Doty
Board Director Susan Kiefer
Board Director Maureen Swift
Board Chair Jill Turner
Board Vice-Chair Monica Weyhe
Jackson County Library Business Manager Lisa Garcia
Jackson County Library Director Kim Wolfe
District Counsel Mark Bartholomew
Recording Secretary Betsy Randolph
Members of the Public and Press

1. *Swearing in of Board Member Susan Kiefer by County Clerk Chris Walker*
Postponed until later in the meeting as Clerk Walker not yet in attendance. (Given the wrong time of meeting).

2. *Consideration of a Library District Permanent Tax Rate*
Chair Turner said that, prior to considering the library district permanent rate tax, she would like the board to spend some time talking about what the vision is or thoughts about what can be accomplished the first year. At that time the board could talk more about specifics, take public input, and then make a decision about the rate. She said she wanted to talk about it in three different ways; what should the district rate be; what do people envision for the first year; what was this election all about and how does that vision relate to the rate? She added that the tax rate needs to support what that vision is.

Director Weyhe said she believes voters want the Board to cover the additional amounts that the cities, friends groups, and others have been putting in for additional hours and programs, adding that it's a little more than half a million a year in addition to the current level of service. Part of the campaign was to have a stable permanent rate so the cities and friends didn't have to donate for extra hours. The plan is to return them to the point they can do something other than fund-raise for hours, such as programming, which is a basic library service. Another consideration is that there isn't enough money to start with and taxes won't be collected until approximately mid-November. The district must have the funds to operate for 17 months because taxes won't begin collecting again until mid-November of the following year.

Director Weyhe suggested that 1) Look at base services we have now; 2) Fund services that the additional dollars from citizens and friends are currently paying; 3) Cover approximately 17 months; 4) Enhance some services and hours, whether it be hours or programs; and 5) Begin saving towards capital costs in the future. Director Weyhe said she was very concerned with the need to start saving for capital costs that will come up in the future, including such things as computer systems (not individual computers), vehicles, and capital facilities costs. She said that although the library facilities are relatively new, some of them are ten years old and, when the bonds are paid off, if not before, the Library District would be entering into negotiations with the County for ownership. The District will face costs, as you do with all facilities, for major repairs and maintenance which would be capital costs.

Director Kiefer said that she feels that cash flow is a really big issue. She said that the District may need to levy more than what is absolutely necessary to cover costs, just because the District is starting in the hole.

Director Swift commented that the campaign was run on the issue of stable funding. Now, "We've got the money. The only problem is the misrepresentations in the budget that we were originally looking at are forcing us to come up with more money than we had originally thought. It's not going to be pretty, it's not going to be what I think we originally wanted to do, but it is what it is."

Director Doty said she concurred in much of what was said. She distributed a document (*Submission No. 1*) and explained the reasoning behind the amounts she listed to arrive at her suggested tax levy.

(*Submission No. 1, Item 1*) - The first figure reflects the amount to the county based library services for fiscal year 2014-15 budget. That figure, \$5,194,569, is what is owed to the County for 12 months. Then the District will owe the County five additional months or \$2,164,408. The 17 months pass-through to the County totals \$7,358,977.

(*Submission No. 1, Item 2*) Director Doty also listed the pass-through amount for the additional hours and such, for a total of \$524,091 currently being purchased by cities, Friends, and others.

(*Submission No. 1, Item 3*) These are rough estimate amounts which she proposed beyond the pass-through money in items 1 and 2. She calculated these figures to be what might be needed to enhance hours and programs for this year (actually 17 months). If the District did only those items listed under item 3 plus 1 and 2, it will need a total of nearly \$9 million. Director Doty suggested that 57 or 56 cents per thousand would be needed, depending on what was chosen to do with item number 3.

Chair Jill Turner said she thought there were different ways to consider the rate to be chosen. A) We could fund just at the basic level what the county is doing today and all these entities could go out and continue to do their fund raising; B) Then the next level of what could be done is that we could do what the County is doing today and we say to those communities that have stepped up in the past and that we will now pick up those costs. It would leave some real inequities in doing that. You would have communities like Ashland who have stepped up and had more hours than Medford who hasn't. However, Chair Turner said she felt that there are a lot of things wrong with just doing that. C) We could go to an enhanced rate of service, and I do think that a rate of about 58-60 cents is where an enhanced level of service would be, where we could come back and provide more hours and services at *all* library branches. In my opinion, it's "Libraries for All" and we need to make sure that when we enhance services that each library has some kind of enhancement. That enhancement may or may not be hours. Chair Turner said that she would really want our library staff to come back with a proposal of what they thought might be doable this first year, knowing that it might not start until maybe January 1, 2015 before we can enhance some services. But, she said she would like to see some enhanced services. "I go back and forth between accessing the full rate of 60 cents or to go with a lower rate and take enhancements slower. I go from 57-58-59-60 rate. That's the range I think we should be talking about."

Chair Turner continued her discussion stating several things needed funding as a library district that were not covered in the county budget, items such as professional services, its own contingency fund, some election costs, the hiring of its attorney. Additionally, she said, the library district needs to do some kind of public information process. She sees that as maybe the first step towards creating a more robust library in the future and feels it's very difficult to know what is needed in this or that community without some kind of a public process. She suggested taking an "immediate little step now and then put together a robust or enhanced plan for the future."

Director Weyhe agreed with Chair Turner, adding that as a new board, they have additional costs such as for training and other administrative needs. She stressed again the need to start savings for future capital costs.

Director Doty commented that regardless of what was approved, the District has to negotiate through the county with the present contractor, which is LSSI. She said her understanding is that that process would take a minimum of 60 days. Realistically, it would be probably be about January 1 before any enhancements could be added beyond what is in place now. Director Doty also commented that the District was under some time constraints.

Chair Turner recognized Diana Shiplett from the City of Ashland. “We’re mostly concerned because we have to be able to set our tax rate by August 15. In order to do that, it has to be on the counsel agenda by August 5 which means we have to announce it on July 22. So we need to know what you guys are doing in order to set our tax rate if we are setting a tax rate,” said Ms. Shiplett.

Chair Turner recognized Chris Durham, Medford. Mr. Durham said that while he appreciated the board members and the big job they face, he had a concern about item 2 on the handout Ms. Doty distributed—the \$500,000 to pickup the cost of hours currently being paid for by communities. His concern is that by the District agreeing to cover the cost, it means subsidizing those communities with what previously had been paid for privately. Now additional hours in Ashland and Talent would be spread out and the county, the taxpayers, would be paying for it. He voiced his concern that it would be fairer to start with the current city-funded hours being continued to be paid by those entities and then start building from there across the board. “To just, off the top, start to backfill and pay for those extra hours doesn’t make sense,” he said. He felt those entities that were currently paying for additional hours could continue that and encouraged that “all libraries receive an equitable share.”

Chair Turner responded to Mr. Dunham by explaining that “The big player is Ashland. From what I’ve learned, Ashland puts in about \$400,000 of the \$525,000. My understanding is that they are still ready—as long as long as we provide that service—to put in \$100,000 towards that during this year. So it’s only \$425,000 [that the District would be providing]. But I also looked and see Ashland sitting there at 40 hours. And wondered if there is enough money in the enhancement pot to bring Medford up to that kind of hours and still be able to do some thing for everybody. And I think there is, but in the long run.” Ms. Turner told Mr. Dunham that she felt the issue being talked about is an important one, but not one that they would be able to address in the very short term. A community process is needed to thoroughly address it in the long term.

Several things need to be looked at and considered when thinking of enhancements to the branches. It might be that one small community has adequate hours, but not programming. The current contract says right now that hours have to be increased in four-hour blocks. Maybe it does not need to be that way. She wants librarians to come back to the District with a “quick plan” to put into place by November or December and then to have time to research the long-term enhancements of what is equitable and study those issues in detail. Unfortunately, she said, “We don’t have time now to do those long-range issues that are cared for so deeply.”

Director Swift wanted it noted that although it was mentioned about getting Medford up to 40 hours, that that decision was “certainly something not decided yet.” Medford is the most expensive branch to fund. Director Swift said she would be reluctant to bring Medford up to 40 hours before other branches have another chance at getting more hours. Fairness can be looked at many ways. She was not inclined to pull back from what the current level of hours is at each branch right now. We are in bind right now because there are a lot of decisions that need to be made in short order because tax rates need to be set, voiced Director Kiefer. It’s not a simple decision. She felt that it made more sense to keep the current library hours in place now, allowing for time to “look at the whole picture and look at making adjustments as we go along.” She recommended a rate close to

the 60 cent level “because we need a rainy day fund, and we need the money up front just to get going. We can back off that rate that down the road in the future.”

Director Doty noted that having the stability of keeping the same hours each library currently has while the District transitions is very important.

Lastly, Chair Turner pointed out that when polling information was reviewed, it came out that there was more support for the libraries at the 60 cent rate than at the 40 or 50 cent rate. She said we have had the best public process possible. We had a vote to tell us to go forward and add some services.

Prior to taking a motion on the resolution, the subject was put into recess to be continued after the swearing in of Director Susan Kiefer. Susan Kiefer was sworn in by County Clerk Chris Walker.

Director Monica Weyhe moved that “For all the reasons that we have been discussing, I move that we direct the County to levy 60 cents per thousand of assessed evaluation for the current tax rate.” It was seconded by Director Susan Kiefer.

An extended discussion followed.

In answer to a question about if and how they were to budget the items she proposed as general fund expenses, Jackson County Library Business Manager Lisa Garcia advised the District board members that, as newly-elected officers who just took office the first of July, it was not necessary for them to create a budget this first year.

Attorney Bartholomew added that the District, when coming up with the resolution to set the rate, did not need to allocate or appropriate the funds a certain way.

There being no more discussion, Chair Turner called for a re-reading of the motion and roll call. Those voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed.

3. *Consideration of an Intergovernmental Agreement Between the Library District and Jackson County*

There is nothing to vote on right now, advised Mr. Bartholomew. He said that he needs to negotiate some changes with the county and work with county counsel on that. He asked board members to individually share any feed back about the currently proposed IGA with him.

Director Swift moved to continue item number three to a future agenda date when the attorney was ready. Director Doty seconded. Those who voted aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed.

4. *A Resolution Approving a Permanent Tax Rate Certification to the Jackson County Assessor*

Resolution 2014-002 was read by Chair Turner with small changes recommended by attorney. Those changes are: “For the tax year 2014-15” in the header and in 1.a) addition of the words “within the” permanent rate tax.

Director Weyhe moved to approve resolution 2014-002. It was seconded by Director Swift. Those voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed.

Chair Turner addressed her fellow directors saying, “Can we assume then, that by us saying that we are going to tax at 60 cents that we can assure those communities that we thank them for their

support, they're welcome to continue to give us support, and they are no longer required to give us support, meaning Ashland, Talent, White City, and all the friends groups?"

Director Weyhe agreed, but added that by saying so, it needed to be understood that a precedent was not being set that hours and services would be funded for ever and ever as they are today. Chair Turner stated that she had been asked to assure those communities that "we won't go backwards during this budget year." She called for a motion.

Director Susan Kiefer moved that "For this current fiscal year, 2014-15, we maintain the current hours as a minimum." It was seconded by Director Doty.

A discussion followed.

Director Kiefer accepted as a "friendly amendment" to add the term "and services" to her original motion. The motion was amended to read, "Move that we maintain the current hours and services as a minimum during the current fiscal year 2014-15." Vote to amend the motion. Those voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed.

Vote to accept the motion as amended. Voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed.

5. *A Resolution Authorizing the Chair of the Library District Board to Execute an Intergovernmental Agreement Between Jackson County and Jackson County Library District for Library Facilities and Services*

Director Monica Weyhe moved to continue agenda item 5 to a future date. It was seconded by Director Swift. Voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed unanimously.

6. *A Resolution Authorizing Taxes Collected for the Jackson County Library District to 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*

Director Doty moved to continue agenda item 6 to a future date. Director Kiefer seconded. Voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty. Motion passed unanimously.

7. *Library Planning Agenda & Timeline Discussion*

Several ideas and goals were discussed. Chair Turner asked the District members to start considering mapping out what their goals should be short term and for the next year. Visiting each one of the branches is very high on Director Doty's goals. Director Swift suggested that they form a budget committee and start looking this year for persons who would help. It was discussed to direct library staff to look at the current situation for this year and come up with ideas about what might be added at the current level of funding. It was suggested the district form a two-person committee who could work through the pieces of the contract services and report back to the entire board. It was the consensus of the board that they did want to visit all the library branches and to schedule trips, one each in August, September, October, and November in order to visit all locations. The visits would be public noticed. The Directors will give Lisa their agendas-or at least those days they are not available-in an effort to coordinate the visits.

On a motion by Director Doty, seconded by Director Kiefer, the board directs that Library Director 1) Furnish a standing report to them each month, similar to that submitted in the past to the Library Advisory Committee; 2) That the Library Director be on the District's agenda each month; 3) That a tour of branches be given once a month as noted previously; and, 4) That after conferring with staff, Library Director Wolfe report to them at their September meeting ideas that staff have for

enhancements or top priorities for this current year. Voting aye: Director Weyhe, Director Swift, Director Kiefer, Chair Turner, Director Doty.

The District board will form subcommittees of two in order to educate the entire body. Directors Turner and Doty will work with Business Manager Lisa Garcia on the “issue of independence,” the structure of what services or pieces are provided to the Library by the County and LSSI.

Directors Weyhe and Swift will work on learning the contract agreement with LSSI and the question of ongoing library operations. Special Library District models, structures, and board administrative policies will be researched by Directors Weyhe and Kiefer. In response to Director Swift’s question, policies adopted do not need to be read in their entirety into the public minutes, just the policy title, according to counselor Bartholomew.

8. *Board Member Round Table*

Director Weyhe said she had attended Commissioner Skundrick’s recent Town Hall Meeting held at the Central Point branch library. She would like added to future agendas a discussion of holding their meetings at various library branches.

9. *Public Comment*

There were no further comments from the audience.

There being no further business, Chair Turner adjourned the meeting at 11:17 a.m.

The next Jackson County Library District Board meeting will be held on Thursday, August 7, 2014 at 9:00 a.m. in the Adams Room of the Medford Library, 205 S. Central Avenue, Medford.

JACKSON COUNTY LIBRARY DISTRICT BOARD

/s/ Jill B. Turner

Jill B. Turner, Chair

/s/ Monica Weyhe

Monica Weyhe, Vice-Chair

/s/ Maureen Swift

Director Maureen Swift

/s/ Susan Kiefer

Director Susan Kiefer

/s/ Carol Doty

Director Carol Doty

/s/ Betsy Randolph

Recorder Betsy Randolph

Approved on: 8/07/2014