

JACKSON COUNTY LIBRARY DISTRICT
MINUTES FOR THE SPECIAL MEETING
HELD ON AUGUST 27, 2014

The Jackson County Library District Special Meeting was opened by President Jill Turner on Wednesday, August 27 at 3:00 p.m. in the Community Meeting Room of the Central Point Branch Library, 115 S. Third Street, Central Point, Oregon. Those present were:

Board Director Carol Doty
Board Director Susan Kiefer
Board Director Maureen Swift
Board President Jill Turner
Board Vice President 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

President Turner pointed out that while there is no public input on today's agenda, it being a special meeting dealing with business-type items. There will be public input on the next agenda. Additionally, the public is invited to contact the District board via the Jackson County Website.

1. 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

Counsel Mark Bartholomew reviewed changes made to the original draft of the contract or Intergovernmental Agreement (IGA) between the Jackson County Library District and Jackson County as directed by the board at its August 7 meeting.

“Since that meeting, I think we’ve made some improvements on the ability for the District to communicate with the County and in solving problems before they become big problems,” Mr. Bartholomew said. While essentially the same agreement as the version envisioned after the last discussion about it, it has been specified how the Library District will make payments to the County. Mr. Bartholomew acknowledged that having a monthly reconciliation of billings based on expenses less revenue was a major theme of the Board’s last discussion. The current contract has been changed to reflect invoicing by the County’s budget with an opportunity to reconcile the amounts paid at the end of the year. The District will have ability for ongoing discussions and corrections as needed throughout the year.

Among a few other changes to the IGA presented earlier to the board members include the removal in section 2.2 of the phrase “and control of personnel so engaged.” Under the agreement that the District will be having with the County and the County’s current agreement with LSSI, the library staff are LSSI employees. Therefore, Mr. Bartholomew explained, “There is a very limited amount of actual personnel control that the District board can exercise.” Furthermore, he suggested that it

was actually good practice for the District to disassociate itself from being perceived as an employer in control of employees because of potential Worker's Compensation entanglements.

Director Doty asked Jackson County Deputy Administrator Harvey Bragg, who was in attendance, the identity of the "Chief Financial Officer" referred to in the contract. He said that he could fulfill that role or the County Administrator or the Finance Director. "Anybody you'd like to talk to would be more than happy to talk to you," he said.

Mr. Bartholomew briefly discussed the two attachments to the IGA. 1) Exhibit A, County staff support, "... The loaded rate for what it would cost to go beyond the budget for additional County staff support, and 2) Exhibit B, the 'unicorn' known as The Budget." President Turner said, "I think we need to point out that 'The Budget' is not a different budget than the one we talked about three months ago in this process."

Director Doty said that she'd like to know who the persons are, the names of the persons, whose positions are represented in exhibit A. President Turner then inquired if the Administrative Assistant II, listed in exhibit A, was a person working in Harvey Bragg's office. "These are the folks inside the County Administrator's office," answered Deputy Administrator Bragg. He went on to explain that a certain percentage of these people's time is included in the budget as support. "As long as we're not adding some kind of huge duty, then everything would be covered under the County's Library Budget. I don't perceive ever hitting you with these costs, but you asked and so we put them in there." Mr. Bragg also confirmed that the rates listed were "fully loaded."

President Turner read the Resolution before the board (item 1 on the agenda). Vice President Weyhe moved "that we authorize President Jill to execute this agreement." It was seconded by Director Kiefer. After discussion, President Turner called for the vote.

Director Kiefer, yes; Director Swift, yes; President Turner, yes; Vice President Weyhe, yes; Director Doty, yes. The motion passed unanimously.

2. 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

President Turner read the resolution (item 2 on the agenda). She explained that by having the District's cash flow invested as the County invests their money, the District will get an allocated share of its proportional interest. "As a governmental being," she said, "we are required to say who our 'bank' is for the year and in essence, our bank will be the County Treasurer."

Director Doty moved "that we authorize the President to execute this resolution to have the [County] Treasurer be our collector and holder of our resources." It was seconded by Director Swift. After discussion, President Turner called for a vote. Director Swift, yes; President Turner, yes; Vice President Weyhe, yes; Director Doty, yes; Director Kiefer, yes. The motion passed unanimously.

3. District and Domain Naming

This item was placed on the agenda at the request of Vice President Weyhe who explained the necessity for the Library District Board to have a Website and the means to receive e-mails. "I understand that the County owns the Jackson County Library Services (JCLS).org domain name and URL. However, it's appropriate that the Library District, the new entity, be the owner. I've heard that the County is probably willing to give it to us or, if we have to buy it, I would hope that it wouldn't be more than a dollar...." At this point, Deputy Administrator Bragg stated that the County would turn the domain name and URL over to the District.

Vice President Weyhe went on to say that the board needs to purchase "Jackson County Library District.org" domain name and that a board e-mail account be established at that location. As the mail server of JCLS.org resides with LSSI, Vice President Weyhe feels that "it's more appropriate that the board's e-mail be separate from that." The Jackson County Library District page can be linked to JCLS.org so it would not be an inconvenience to any of our patrons.

Vice President Weyhe moved "that we accept the County's offer to take over ownership of the Jackson County Library Services (JCLS.org) domain name and JCLS.org URL." Director Kiefer seconded the motion.

Library Director Kim Wolfe clarified that the Library Website is at JCLS.org, it remains at JCLS.org and nothing changes as far as the public is concerned. The registered owner change will not affect how patrons interact with the site.

President Turner called for the vote. Director Doty, yes; Director Kiefer, yes; Director Swift, yes; President Turner, yes; Vice President Weyhe, yes. The motion passed unanimously.

Vice President Weyhe put forth a second motion. "I move that we purchase the domain name Jackson County Library District.org and that we establish a board e-mail address called board@jacksoncountylibrarydistrict.org., and that the board Website be linked with JCLS.org." The motion was seconded by Director Doty. Following discussion, President Turner called for the question.

Director Kiefer, yes; Director Swift, yes; President Turner, yes; Vice President Weyhe, yes; Director Doty, yes. The motion passed unanimously.

4. New Business

a) Handling correspondence

A duplicate letter from the League of Women Voters to each Library Board member, posing a number of questions, prompted a discussion on developing a procedure to handle receiving and answering both physical and electronic correspondence. President Turner expressed her belief that while some responses would be fairly simple, others would require research and detailed explanations and that no one Board member can do it all. She also wanted to establish what part Business Manager Lisa Garcia and /or Library Director Kim Wolfe might play to help them in this process.

Director Swift said that she is currently picking up the physical mail being delivered to the Library. She said she is willing to continue to do so as she is at the Medford Library several times during the week. As far as answering the correspondence, she suggested that board

members take turns monthly. She would be willing to take the first month. She suggested they start a calendar to let each other know whose responsibility it is each month in taking the lead to draft a reply to correspondence requiring a detailed response. That draft would be sent to Ms. Garcia to circulate to the other members. Revisions would be sent to Ms. Garcia who would then send them back to the original sender to update if needed and reply to the correspondent.

The board agreed to follow Director Swift's suggestions.

Library Director Kim Wolfe wanted to clarify that as far as her communicating with the Board, that anything received at the library that is for the Board will be sent to the person who is working that month. She asked that if the Board gets any questions or speaking opportunities where people want information about Library operations or services that they let her know, as she would be more than willing to help.

b) Next meeting - LSSI proposal and public input

President Turner said the board would be talking about the LSSI proposal and "our public input process around that proposal." She asked when Library Director Wolfe thought the board would be given the proposal.

Library Director Wolfe reported, "I gathered information from the Library's administrative team, branch managers, and department heads regarding a proposal for extra hours of services. That information has been given over to LSSI, and they are coming up with a proposal. I don't know when we will get the proposal. I will be talking with Dana [Braccia] tomorrow, and Dana will be here for the meeting. Dana is one of the regional managers for LSSI."

Director Doty wanted to know if information had been also gathered from the Friends of the Library. "Not this round," Director Kim replied. "The staff may have received input from Friends, but I did not call for input for the Friends of the Library groups for this specific one-time enhancement."

An extended discussion ensued regarding the number and types of meetings needed to make a decision on the LSSI proposal and also when members would be able to attend.

It was decided to hold a study session the afternoon of Monday, September 22, directly following the previously scheduled second round of library branch tours. The time of the study session will be announced at the September 4 meeting once Library Director Wolfe has had an opportunity to confirm it. Then, at the October 2 regularly scheduled board meeting, President Turner said they would hope to be able to make a decision.

Director Doty asked if public input would be taken during the study session, immediately afterwards, or at another time. Mr. Bartholomew said that a study session, if there is a quorum of board members present, is still a public meeting. It is a time for fact-finding and discussion. No decisions are to be made. He said that although there is nothing to prevent the public from speaking at a study session, it was his opinion that "probably the best place for public to speak would be at the meeting where the decision is to be made."

President Turner clarified by saying, “Normally, you have the study session first, then you have the public hearing, and then you have a decision, whether it’s at the same meeting or not. In this case, the proposal is going to be told to us, not in a study session format, but in the formal board meeting [on September 4].”

c) Participate in meetings long distance

At this time members will rely on one another for information if unable to attend a meeting. The need for teleconferencing may be discussed further in the future.

d) Interacting with public or the press

Each person on the board will interact with the public and the press. Director Swift said that they should work on developing a policy about interacting with the press on the behalf of the board.

5. Adjourn

There being no further business, President Turner adjourned the meeting at 3:54 p.m.

The next regular Jackson County Library District Board meeting will be held on Thursday, September 4, 2014 at 9:00 a.m. in the Adams Room of the Medford Library, 205 S. Central Avenue in Medford.

Please check the library website for information about the location, dates and times for study and other special sessions.