

JACKSON COUNTY LIBRARY DISTRICT BOARD  
MINUTES FOR THE WORK STUDY SESSION  
HELD ON OCTOBER 31, 2014

The Jackson County Library District Board Work Study Session was opened by President Jill Turner on Monday, October 31, 2014 at 12:30 p.m. at the Pascal Winery in Talent 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

The meeting was called to order at 12:30 p.m. The purpose of the meeting was to discuss and prepare a work plan for 2014-2015. The meeting was facilitated by Janet Shalda. Board members were asked to provide input on 1-3 month goals and 4-8 month goals for the District. The attached document is the draft of the work plan.

The consensus of the board was to continue this work on November 13, 2014 at the Eagle Point Library.

The meeting was adjourned at 3:50 p.m.

/s/  
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Jill Turner, President

/s/  
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Carol Doty, Director

/s/  
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Susan Kiefer, Director

/s/  
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Maureen Swift, Director

/s/  
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Monica Weyhe, Vice President

## Board Work Session

**Open Meeting began at 12:00 Noon** with Janet Shalda, facilitating

### **Process for committee communication and the Board**

Discussion began with what process the Board will use when individuals or committees do work and report back to the whole board. We agreed on the following:

1. When an individual or a sub-committee is given a responsibility to research and, possibly make a recommendation to the Board, the intent is that they will be assigned a clear task with specific criterion and clear timeline.
2. They will return to the whole Board and report what they have learned. They may also have a recommendation for the Board to adopt.
3. The Board will discuss until they are comfortable enough to either adopt the recommendation or to ask for additional information.
4. The committee or other individuals may be tasked with gaining more information to bring back to the whole board.
5. Again the whole Board will discuss until they are comfortable enough to either adopt the recommendation or to ask for additional information.
6. This report back process will continue until the Board is ready to act on the information.
7. What is required to adopt a recommendation?

### **Board Goals for 0 to 3 months**

A *7 Steps in Decision Making* handout was briefly reviewed. We used a prioritizing exercise to agree to the following goals to be addressed by the Board, over the next three months. We will further prioritize them and create action plans for each at our next session.

- Agree on logo and name of District
- Establish budget committee and identify roles
- Hire an executive administrator for the Board (to be clear it's not a board member)
- Develop and write committee processes
- Review and recommend next steps
- County administrative functions
- LSSI contract

- Establish and approve board governance policies

### **Board Goals for 4 to 8 months, to June 30, 2015**

We continued prioritizing to agree to the following goals to be addressed by the Board, over the next four to eight months. We will further prioritize them and create action plans for each at our next session.

- Board development
- Asset transfer – books and buildings, secure agreements
- Continue policy development and renew
- Review, develop and implement financial and risk management policies and procedures
- Explore and establish relationships with other government agencies (add and NGOs?)
- Improve relationships and coordination with Jackson County Library foundation and Friends of the Library groups

### **Next we discussed our relationship with the County.**

We asked the following questions:

To what extent should we be independent from the county?

What does it meaning to be independent?

In summary, today we are dependent on the County both operationally and administratively. We want to own the buildings, facilities, books, art work and technology. We listed the County administration areas to be addressed over the next year:

- Contract – LSSI Administration
- Accounting
- Maintenance – buildings and grounds
- Transfer of ownership of buildings
- Providing for maintenance of vehicle fleet and transportation
- Technology
- Phones
- Books/art
- Treasury function
- Contract administration with vendors (government and other)
- Hiring our own executive administrator for the Board

Most immediate Issues to be addressed include:

- Technology

- Books
- Vehicles - there are four vehicles
  - We need to discuss the current contract vs purchasing our own
- The county administrative manager position for the library

## **Board Roles**

We briefly discussed Board roles and authority. We agreed that since the Board Governance document is close to being finalized in draft form, and it includes Board roles and authority, we would hold discussion until then.

We did discuss and agree on how facilitators, trainers, etc. will be chosen in the future. The Board will either delegate authority or the whole Board will agree together to set the scope of work and the criterion for choosing the vendor. This will ensure that everyone understands and agrees to the work to be done.

## **PR Work**

Maureen has agreed to take the lead on PR

- Includes budget committee communication
- Draft press releases

## **Communication: How can we communicate most effectively among ourselves?**

- Having an agenda is helpful
- Email communication can be improved
  - We agreed that each board member will acknowledge the receipt of emails
  - We agreed that each board member will respond within 2 to 3 days
  - We also agreed that the senders of emails will make an effort to be succinct and clear when they write
  - We agreed to a process for how we talk to groups

## **Next Steps**

The Board will meet on 11/13/14, at 1:30 pm, at the Eagle Point Library, to continue to plan and identify specific action steps for each of the upcoming goals that were agreed upon for the coming months.