

JACKSON COUNTY LIBRARY DISTRICT BOARD MEETING  
MINUTES FOR WORK STUDY SESSION  
NOVEMBER 13, 2014

Call to Order and Roll Call

The Jackson County Library District Board Work Study Session was opened by President Jill Turner on Thursday, November 13 at 1:45 p.m. at the Eagle Point Branch Library, 239 West Main Street, Eagle Point. Those present were:

Board Director Carol Doty  
Board Director Susan Kiefer  
Board Director Maureen Swift  
Board President Jill Turner  
Vice President Monica Weyhe  
Jackson County Library Business Manager Lisa Garcia  
Jackson County Library Director Kim Wolfe  
Recording Secretary Betsy Randolph  
Members of the Public

2. 2014-15 Work Plan

Today's meeting continued the work session started on October 31. Again facilitated by Janet Shalda, the board members continue preparation on a work plan for 2014-15. They discussed establishing goals to be completed within the next one to three months and beyond. A draft of the work plan is attached.

3. Board Governance Policies

Item continued until the next meeting.

4. Future Agenda

- a. Continuation of discussion on Board Governance Policies
- b. Update on capital improvement project at Medford Library
- c. Approve the 2014-15 work plan
- d. LSSI contract issue
- e. County independence
- f. Vote on Library District name
- g. Next steps on executive director
- h. Library Advisory Committee non-resident card proposal

5. Adjourn

There being no further business, the meeting was adjourned at 4:20 p.m.

## Board Goal Setting Session

Thursday, November 13, 2014

### Agenda

- The Board adopted the addition of a seventh step to the Process for Committee Communication to the Board. – It was agreed that a majority is needed for passage of a vote.
- The Board agreed with the overall transcription from the Planning Session held on 10/31/14 and there was no further discussion.
- Action Planning commenced for each of the goals established for 0–3 months.
  - Each Goal was identified
  - Discussion commenced as needed
  - Action Steps were outlined as needed
  - Key Persons were identified
  - Timelines were agreed upon
  - Deadlines were agreed upon

### Goal – Should the Library District enter into a contract with LSSI? If so, for how long?

- Discussion was held
- Action: The LSSI Contract Committee has been gathering information to be reviewed by the Board which will help identify the benefits of continuing or not continuing with LSSI. The committee will present initial areas of focus at the December 4<sup>th</sup>, 2014 meeting. The committee will gather more information and give updates at monthly Board meetings thereafter, until the Board is well enough informed to make a decision and take a vote.
- Key persons: LSSI Contract Committee (Monica Weyhe and Maureen Swift)
- Timeline: Information will be presented on December 4, 2014 and monthly thereafter
- Deadline: May 7, 2015

## Goal: How should we determine which County services the district should continue to utilize?

- Discussion was held
- Action: The County Independence Committee has been gathering information to be reviewed by the Board to determine the benefits of continuing with specific county services functions. The committee will be prepared to present their information at the December 4<sup>th</sup>, 2014 meeting. If more information is needed the committee will seek to gather it and give updates at monthly Board meetings thereafter, until the Board is well enough informed to make a decision and take a vote.
- Key persons: County Independence Committee (Jill Turner and Carol Doty)
- Timeline: Information will be presented on December 4, 2014 and monthly thereafter
- Deadline: May 1, 2015 for Budget Committee

## Goal: hire an executive administrator for the board

- Discussion was held
- Action: It was decided that a temporary, part-time (flexible 20 hours/week) administrator should be hired as soon as possible to help the Board be as efficient and organized as possible. The board asked experienced HR Consultant, Janet Shalda to handle the recruitment of this position. Other action includes:
  - Board members who want to highlight specific skills or experience to be included on the job description will email their thoughts to Janet by 11/20/14
  - Janet will create a draft Job Description from on-line research and email the draft to the Board by 11/22/14 for their approval. Next steps include:
    - Research of comparable salary ranges
    - ID resources/equipment/space this individual will need
    - Creation of a job posting for Craigslist and other pertinent sources
    - Posting of the job opportunity
    - Creation of job related questions for phone and in-person interview of the candidates
    - Phone screening and scheduling of interviews by consultant
    - Interview of finalists by Board
    - Decision and Reference Checking
    - Verbal and written offer letter
    - Response and thanks to other finalists
- Key person: HR Consultant Shalda and the Board

## Jackson County Library District Board

- Timeline: A draft job description will be reviewed by Board by 11/22/14 so that a job posting can be created and posted soon after.
- Deadline: ASAP

### Goal: Establish a Budget Committee

- Discussion was held
- Action: It was agreed that the Budget Committee task force would move forward in the creation of a Budget Committee. Next steps are:
  - Placing ads and/or a press release and using other resources as needed
  - Choose members
- Key person: Budget Committee task force (Lisa Garcia and Maureen Swift)
- Timeline: Immediately
- Deadline: January 8, 2015

### Goal: Agree on Logo and Name of District

- Discussion was held
- Action:
  - The Board will continue to gather more information and possibly input from other sources before they make a decision about the Logo.
  - Three possible names were chosen for the Library District. It was decided that those three names would be placed on Survey Monkey, through the Library Website so that the public could share their opinions. The three possible names are:
    - Jackson County Library Services
    - Libraries of Jackson County
    - Jackson County Libraries
- Key persons: The Board
- Timeline: Immediately
- Deadline: December 4, 2014 meeting

/s/  
Jill Turner, President

/s/  
Carol Doty, Director

/s/  
Susan Kiefer, Director

/s/  
Maureen Swift, Director

/s/  
Monica Weyhe, Vice President

Betsy Randolph  
Recording Secretary

Approved on: 12/04/2014