

JACKSON COUNTY LIBRARY DISTRICT BOARD
MINUTES FOR THE REGULAR MEETING
HELD DECEMBER 4, 2014

1. Call to Order and Roll Call

President Jill Turner opened the Jackson County Library District Board Meeting on Thursday, December 4, 2014 at 9:00 a.m. in the Adams Community Meeting Room of the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Those present were:

Director Carol Doty
Director Susan Kiefer
Director Maureen Swift
President Jill Turner
Vice President Monica Weyhe
Counsel Mark Bartholomew
Jackson County Library Business Manager Lisa Garcia
LSSI Regional Manager Dana Braccia
Jackson County Library Director Kim Wolfe
Recording Secretary Betsy Randolph
Members of the Public

2. Consent Agenda

- 2.1 Minutes of Regular Board Meeting, October 2, 2014
- 2.2 Minutes of Board Work Session, October 31, 2014
- 2.3. Minutes of Regular Board Meeting, November 6, 2014
- 2.4 Minutes of Board Work Session, November 13, 2014
- 2.5 Contract with Janet Shalda for Executive Administrator Recruitment

It was moved by Director Swift and seconded by Director Doty to accept the consent agenda. President Turner called for discussion and motioned to move items 2.2, 2.3, and 2.4 off the consent agenda for discussion. Director Swift seconded the motion.

Director Doty moved to approve 2.1 (Minutes of October 2) and 2.5 (Contract with Ms. Shalda) as presented. Vice President Weyhe seconded it. Those voting aye: Director Doty, Director Kiefer, Director Swift, President Turner and Vice President Weyhe. The motion passed unanimously.

Consent agenda items 2.2, 2.3, and 2.4 were reconsidered. Vice President Weyhe moved, and it was seconded by Director Doty, that:

- 2.2 Minutes of the October 31 work session be approved with the addition of the comments by Janet Shalda as the work plan;
- 2.3 Minutes of the November 6 regular board meeting be approved as presented;
- 2.4 Minutes of the November 13 work session be approved with the addition of the work plan that was completed in November.

Those voting aye: Director Doty, Director Kiefer, Director Swift, President Turner, and Vice President Weyhe. The motion passed unanimously.

3. Citizens Input on Items on the Agenda

Betty Kazmin, Medford, who referred to herself as “loyal library user,” felt that the name of the library system should remain Jackson County Library Services, as did several others she spoke with as well as the editorial opinion expressed in the Mail Tribune. While she said that she understands the need to change the logo because of the separation from the County, and “that should be a simple matter and should not be an urgent one,” she reiterated that the “actual name, which also affects the newly designed library Website, should be left alone...I don’t think it is necessary.”

Anne Billeter of Medford said that her comment was also related to the name change. “One of the choices not on there [the survey] was Jackson County Library System. And I just thought I would bring it to your attention that long ago, that was the name.” She agreed with Ms. Kazmin’s statements. “At this time, ‘Jackson County Library Services’ serves us well and is very well recognized,” she said. “I love just keeping ‘JCLS’ as the acronym that we’re all familiar with.”

4. Reports

4.1 Friends of the Library Presentation

Carole Levi, head of the Friends Presidents’ Forum, spoke on their behalf. She gave a brief overview of the history of the group’s formation and growth starting with the leadership of then Friends of the Medford Library President Ed Jorgenson who is now the group’s President Emeritus.

The Friends Presidents’ Forum consists of the president or representative from each of the 15 Friends’ organizations. Its purpose is to exchange information, ideas and common concerns, and also links all Friends with the Library District, Library Foundation, Library Director and staff. It’s a valuable information resource and all Presidents are encouraged to attend the Forum. Forum meeting minutes are sent to each group President.

Friends work with and through Branch Managers. They raise funds from book sales to support their library. They pay for movie licensing and refreshments for monthly or weekly movies shown to the public; pay for extra items at the branch such as the large wooden train at Central Point; area rugs and display cases; the outdoor table at the Prospect Branch; fees for performers, and activities and crafts throughout the year, especially during the Summer Reading Program. Ms. Levi shared a list of site-specific items provided by each Friends group.

Director Maureen Swift commented that, as a former chair of the Forum, she wanted to acknowledge the group’s secretary Kathy Kudo, “the glue that has held it together for a long time, and I’d be remiss if we didn’t say that Kathy has a primary role there even though she is not president of one of the Friends groups.” Director Swift also commented on the strong ties that exist between each Friends group, their community, and, by extension, that community’s library.

President Turner asked that the Forum’s meeting minutes be e-mailed to each Library District Board member.

4.2 Finalized October Financial Report

Library Business Manager Lisa Garcia talked about the revenue and expenditures lines. Under revenue, items noted were the e-rate telecom budget, the Ready to Read Grant, rental paid by Rogue Community College for their portion of the Medford Library as well as the security guard while the building is closed to all others except RCC students, and the LSSI reimbursement for operation items such as the motor pool vans, long distance telephone, and T1 network lines that were paid for originally by the County.

Ms. Garcia discussed donations including the Hulburt Bequest, about 125,000/year, which will arrive in December. She said she had received a call from US Bank wanting to do the annual check presentation at a Board of Commissioners' meeting, but she suggested it happen at a District Board meeting. The Library District Board Directors asked that it be arranged for the next meeting.

Expenditures, including charge-backs by County departments and encumbrances were discussed. Director Doty asked about the percentages that are shown as charge-backs. The charges appear quarterly. They are normally billed in the first month of the quarter. Ms. Garcia will look more closely at the percentages listed under contracted services and materials and report back to the District Board next month. Ms. Garcia said that one of her goals is to combine landscaping for all branches under one vendor. She is sending out information to that effect to landscapers. She mentioned that the vendor that does the landscaping at Medford and Eagle Point has not changed his rates over the last seven years.

4.3 Library Director Report

Ms. Wolfe briefly discussed her report that is included in the packet. She included highlights from the Ready to Read grant, the final report for fiscal year 2013-14 which was due by December 1. The grant, which is per capita funding from the State, is used primarily for Babies and Wobblers, Outreach to Child Care, Summer Reading on the Road, and for the traditional Summer Reading Program. Ms. Wolfe said that the Library should find out by the end of this month the amount the Library will receive for next year's application. The Library plans to increase the number of its Babies and Wobblers early literacy programs. No money for the traditional Summer Reading program was requested as "we have such great support from our Friends, and we can do that in our operating budget."

Director Wolfe talked about the workshops presented by Patron Technical Staff. A new workshop gave attendees information about things to look for when considering purchasing a personal computer or tablet. She also discussed programs presented in partnership with other community groups both inside the library, such as how to navigate enrollment in the Oregon Health Plan, as well as outside of the library, such as the Career Transformations Day, held on the Rogue Community College campus.

A small sampling of programming held at library branches last month was detailed. The Friends groups cosponsor many of these programs. Ms. Wolfe expressed her appreciation for the wonderful jobs done by the Friends groups and

the individual members within those groups. They are instrumental in keeping the library connected in each community.

Ms. Wolfe discussed changes in staffing due to the upcoming new 58 additional hours effective January 2. Hours will be added to 28 existing branch staff schedules. There are eight new positions: one 40-hour position and seven 20-hour positions. Ms. Wolfe named the position titles and said they are currently being advertised, with applications due by December 9. Applications will be reviewed, candidates interviewed, and it is hoped to have most in place on January 2. In addition to the new positions, five other positions are open due to the domino effect from persons retiring and internal promotions. Flyers, signage, bookmarks, and press releases are being generated about the new open hours.

LSSI Regional Director Dana Braccia discussed the promotion of Amy Blossom to the position of Public Services Manager. While Amy will remain as Branch Manager at Ashland, her new responsibilities will utilize her skills throughout the system. Amy said that she was excited to take on the new challenges. Ms. Braccia said that the former Assistant Director position has been reevaluated and is now advertised as Access Services Coordinator. Some of the earlier candidates have reapplied for this new position.

5. Unfinished Business

5.1 Establish Name

Library Business Manager Lisa Garcia discussed changes needed to remove the Jackson County logo on outdoor signage at various branch locations. Pictures were included in the packet. Hours on the doors of each branch will be changed. According to Library Director Wolfe, if the name and logo need to be changed on existing library brochures and forms, it would be done during the regular course of business when forms are updated or reprinted. Doing so would generate no additional cost. No current brochures would be thrown away. The cost of replacing the logo on the Library's Website is \$25. Ms. Garcia should have the cost to replace door signage by the January 8 board meeting.

Library Director Wolfe reported on the results of the name change survey. The Library received 851 ballots, of which 447 were received electronically, the balance by paper ballots received at all branches. "Libraries of Jackson County" received 12 percent of the votes, "Jackson County Libraries" 29 percent, and "Jackson County Library Services" (or no change) received 502 votes or 59 percent.

Vice President Weyhe moved that the name Jackson County Library Services be retained; motion was seconded by Director Doty. Those voting aye: Director Swift, President Turner, Vice President Weyhe, Director Doty, Director Kiefer. The motion passed unanimously.

6. New Business

6.1 *(In order to accommodate LSSI Regional Manager Dana Braccia, who had a flight to catch, item 6.1 was moved up in the agenda.)*

LSSI Contract Discussion

Director Swift said that she and Vice President Weyhe have met and are compiling a list of questions and issues. They are both doing additional research on a “couple of small research items” prior to completing the list. When the list is complete, they anticipate being in touch with Ms. Braccia and Mr. Windrow sometime after the first of the year. Vice President Weyhe added the committee will be discussing this monthly and also anticipates doing some early on visioning. President Turner said that during some planning meetings one of the items that came up is whether the board wanted to pursue a contract renewal with LSSI. “I would like to have a motion to that effect and then direct staff to continue, if that is the pleasure of the board,” she said. Vice President Weyhe moved “The committee requests Board approval to explore a new contract with LSSI.” Director Susan Kiefer seconded the motion. Those voting aye: President Turner, Vice President Weyhe, Director Doty, Director Kiefer, and Director Swift.

5. Unfinished Business (continuation)

5.2 Update on Capital Improvements at the Medford Library

Director Swift said that Library Business Manager Garcia and she, via the Friends, have been exchanging drawings. The general design is finished. At this point they are waiting on costs. The “garage doors” on the front of the building outside of the Medford Friends Book Shop are going to be replaced with solid glass. These doors are “incredible sieves of air, both hot and cold,” said Director Swift. There have been ongoing mechanical problems with them over the years, and currently they do not work at all. Another part of the project will utilize the current hallway into additional bookshop space.

Ms. Garcia said that the architect will deliver a final drawing in another week or so. He is reusing much of the existing material so costs should be lower than originally thought. The County has hired a contractor permanently, and they hope to start this project in the spring. This capital project has to be finished this fiscal year.

President Turner added that Friends of the Medford Library and a bequest are funding this large project not general taxpayer dollars.

5.3 Adopt 2014-15 Library Board Work Plan

The Board met on October 31 and November 13 to develop a work plan for the upcoming year. Those plans are included in the packet. Director Doty moved and Director Swift seconded a motion to approve the Board’s work plan for 2014-15. Those voting aye: Directors Doty, Kiefer, Swift, Weyhe, and Turner. The motion passed unanimously.

5.4 Board Governance Policy

Led by committee members Kiefer and Weyhe, the Board continued the review of its governance policy begun at the November 6 meeting. Counsel Bartholomew addressed questions that had arisen in sections discussed at the earlier meeting, had comments on other sections, and gave his recommendations.

The committee will take changes made today into advisement and will come back to the Board at the next meeting with a final draft.

6. New Business (continuation)

6.2 Executive Administrator Recruitment

The board members discussed the Executive Administrator job description attached to the packet. President Turner asked that Vice President Weyhe “keep the ball rolling” as the Board goes forward in this process of recruitment. Further discussions with Ms. Shalda are expected. They will also explore the possibility with working through the Rogue Valley Council of Governments. A job announcement is being generated, and a job posting is expected. It is hoped that someone might be hired about January 20.

6.3 Computer Acquisitions

It is time for several public computers in the Library to be replaced. Business Manager Garcia’s memo dated December 4, 2014 outlined how computers had been provided to the Library in the past from the general fund. It is now the District’s fiscal responsibility to pick up all costs. On a motion by Carol Doty, seconded by Susan Kiefer, the Board authorized the purchase of 141 computers with the amount not to exceed \$110,000. Additionally, this will be added to the list of items to be discussed with the County at the end of the year. Those voting aye: Directors Weyhe, Doty, Kiefer, Swift, and Turner.

6.4 Non-Resident Card

Director Doty offered to represent the District Board to work with Library Director Kim Wolfe to establish a policy for non-resident cards. They will meet in January. This item will be on the February agenda. Members responded when asked for input to the process.

7. Board Member Reports

7.1 Board Correspondence Volunteer

Vice President Weyhe will handle all board correspondence through January 8; Director Kiefer will take charge for the next month.

7.2 LSSI Committee

Reported earlier in meeting.

7.3 Policy Committee

Reported earlier in meeting.

7.4 County Independence Committee

Director Doty and President Turner have met twice to develop a work plan and time lines for their committee and will meet again on December 11. Ms. Garcia has assisted them to gather needed county documents.

7.5 Future Agenda Planning

- a. Receive Hulburt Bequest
- b. Authorize payment to the County
- c. Receive report from the Library – Outreach Staff
- d. Receive and approve Final Draft of the Governance Policy from the committee

e. Submit items for the agenda by December 17

7.6 Individual Director Reports

Director Doty said that she will be the storyteller at the White City Branch Library Christmas party. Also with Attorney Mark Bartholomew’s assistance, she is locating Applegate Library information and will report more at a future meeting.

Director Swift said that one application for the Budget Committee has been received. She said she would do a press release and contact Friends groups to advertise it in their current newsletters. The deadline to apply is December 19.

Additionally, she, along with Directors Kiefer and Weyhe, gave a short presentation at Rogue Valley Council of Governments’ meeting. RVCOG encouraged the District to join their organization.

Vice President Weyhe reported that their November 13 presentation at the invitation of the League of Women Voters meeting was well received. She said that they were able to answer the League’s questions and appreciated the opportunity.

The meeting was adjourned at 11:53 a.m.

The next meeting of the board will held Thursday, January 8, 2015 at 9:00 a.m. in the Adams Room of the Medford Branch Library, 205 South Central Avenue, Medford.

/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: _____