

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
BOARD MEETING HELD ON
FEBRUARY 5, 2015

1. Call to Order/Roll Call

The Jackson County Library District Board Meeting was opened by Vice President, Monica Weyhe, on Thursday, February 5, 2015, at 9:00 a.m. in the Adams Room at the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Roll call was taken and those present were:

Carol Doty, Director
Susan Kiefer, Director
Maureen Swift, Director
Monica Weyhe, Vice Chair

ABSENT: Jill Turner, President

Also Present:

Mark Bartholomew, Counsel
Kim Wolfe, Jackson County Library Director
Lisa Higdon, Jackson County Library Business Manager
Jennifer Regan, Recording Secretary

Members of the Public

Vice President Weyhe proposed some changes to the Agenda. She asked that Items 7.7 SDAO Representative and 7.8 Future Agenda Items be added. Lisa Higdon requested that Items 5.4 and 6.1 be moved up before Item 4.1. She introduced Mark Decker, Director for Jackson County Information Technology and Rick Isner, Director of Jackson County Facility Maintenance who were present to provide information to the Board. She asked that they be allowed to make their reports and then be excused from the meeting.

2. Consent Agenda

- 2.1 *Approval of January 8, 2015, Meeting Minutes*
- 2.2 *Authorize Expenditure for IT Support*

Vice President Weyhe asked for a motion to approve the Consent Agenda. Carol Doty made the motion. Kim Wolfe asked that the Minutes be amended to reflect the actual amount of the Hilbert donation (\$132,205). Ms. Doty revised her motion to include this change. Susan Kiefer seconded the revised motion. The motion was passed by unanimous voice vote.

3. Oral Requests and Communications from the Audience

Mr. George Prokraf introduced himself to the Board, thanked them for the appointment to the Budget Committee, and stated that he looks forward to working with the Board.

4. Reports

At this time Agenda Item 5.4 was discussed.

5.4 Update on Medford Library Capital Improvements – Rick Isner, Director Facility Maintenance for Jackson County

Mr. Isner discussed the conversion of the Friends Library Area. He outlined the proposed structural changes. ORW Architecture has completed the drawings and is working on the specifications. Mr. Isner reviewed the timeline and stated that they expect to request bids in two weeks. The City of Medford permitting takes approximately 6-8 weeks. During that time, contracts will be generated, and he anticipates a completion date around the end of May, 2015. The estimated cost is approximately \$40,000-50,000, however, he anticipates the bids will come in a bit higher. There were questions on the timeline, and the amount of items in storage. Mr. Isner stated that he would take a more complete inventory with pictures and report back to the Board. There was some discussion regarding funding and also the specific logistics of construction. Mr. Isner then introduced Mr. Ryan DeSauteo who will be overseeing the majority of the project.

Item 5.5 was deleted from the Agenda.

6.1 Update on Telecom Procurement Process – Mark Decker, Director of Jackson County Information Technology

Mr. Decker introduced himself and referenced the Library Technology Separation Plan from Danny Jordan, County Administrator. Mr. Decker explained that he had been asked to determine the current state of the Library's technology infrastructure, and what is needed for the future. He stated that he is here to answer any questions regarding the Plan and to talk specifically about updates on the splitting of the phone system and E-Rate discounts. There was some discussion regarding the short term and long term solutions outlined in the plan and the costs. Mr. Decker provided one quote from Touch Point of \$3,880 to reconfigure the existing phone system. Mr. Decker outlined some of the details of this option stating that a total estimate would be \$4,500 and would provide adequate service for two years. He then described the need for a more robust data network in order for the Library to move to the voice over IP solution.

Mr. Decker then discussed the discounts and rebates offered with E-Rate. The Library has been receiving a discount on telephone service and also on the wide area network which connects the library branches. He explained that the Library has not been receiving a discount on internet services due to CIPA requirements on filtering. There was continued discussion regarding the filtering requirements and the cost/benefit of filtering. Ms. Doty asked if Mr. Decker might be available to return to the Board in the future to continue this process. He agreed. Mr. Decker and the Board agreed to try to meet the February 24 deadline to receive any rebates that could be obtained.

The meeting then reverted to Agenda Item 4.1

4.1 Jackson County Library Foundation Report, Shelley Austin

Ms. Shelley Austin provided a first quarter update on the Foundation. She outlined several grants applications that will be submitted this spring. Audio books and e-books will be the focus of the

grant proposals. One grant is interested in helping rural communities. Ms. Austin has been working with Kim and the Oregon Community Foundation to fulfill a donors wishes.

Ms. Austin discussed the recent tours that have been conducted. She has invited the President, and other members of the local Chambers of Commerce to the next tour on Monday, February 23. She described the tour and the experience in general and invited the Board to join this tour.

Ms. Austin also discussed the re-launching of the Business Partnership Program and the efforts to encourage annual support of the libraries by local businesses. She also discussed several sponsorship appeals. She discussed the web site update and the new Facebook campaign of “shelfies”. Ms. Austin showed some of the recent posts. She discussed the upcoming newsletter and would like to do biographical segments on the new District Board members. She also mentioned the foundations from Oregon and Northern California will be meeting on February 12, for an annual meeting. The focus will be on education.

4.2 Library Director Report

Ms. Kim Wolfe briefly reviewed the report. She discussed the Ready-to-Read Grant for 2015 that was received from the State of Oregon in the amount of \$33,855, and the Governor’s visit and the Declaration of Cooperation for Early Learning. She mentioned the work being done on the planning for the Summer Reading Program and also reported that the Policy Subcommittee will present the non-resident policy at the March meeting.

The Library received 141 computers, and they will be installed individually over the next month. She then discussed the recent programs in December and Central Point’s January letter-writing station. Ms. Wolfe discussed the statistical overview from December and the circulation, programming attendance, and meeting room use and mention that all are in line with last year statistics. Ms. Doty asked about whether the non-resident policy would be ready for July 1. Ms. Wolfe responded that recent discussions have revealed several issues, she does not believe this will be possible.

4.3 Update on Library Director Recruitment, Dana Braccia.

In Ms. Braccia’s absence, Ms. Wolfe then read her report regarding the ongoing Library Director recruitment and the expected timeline.

4.4 County Financial Report

Ms. Lisa Higdon briefly reviewed the financial report. There was some discussion regarding the termination of the contract with LSSI and the reconciliation expected (\$80,000). This will help alleviate the book expenditure budget. She discussed the insurance expense for the full calendar year including District insurance. Vice President Weyhe asked about the phone system replacement, and Ms. Higdon responded that this is a charge back item from the phone system replacement for her office. There was continued discussion regarding the charge backs from County Counsel and Treasury. Ms. Higdon explained that the charge back budget is based on prior years and that these numbers are simply estimates and will be reconciled at the end of the year. There was some clarification on the telecom charges. Ms. Swift asked about the year to date total of donations which seems low. Ms. Higdon explained that the Carnochan donation does not show

here, and that she budgeted fairly high with not idea of how to estimate, so that she would not have to do an adjustment later.

4.5 District Financial Report

Ms. Higdon reported on the interest income and the income tax balance, and noted that after expenditure, Library revenue is approximately \$4 million.

The Board took a short break that this time.

5.0 Unfinished Business

5.1 Appoint a Budget Officer

Ms. Doty made a motion to appoint Lisa Marston as the Budget Office. Ms. Swift seconded the motion and it passed by unanimous voice vote.

5.2 Set Budget Committee Member Terms

Ms. Doty provided recommendations and a motion to fill the positions on the Budget Committee as follows: the three-year terms would be filled by George Prokoff and Pat Ashley; the two-year terms would be filled by Kathy Shaw and Ed Budge, and the one-year term would be filled by Eric Desure. Ms. Swift seconded the motion and it was passed by unanimous voice vote.

5.3 Adopt Budget Calendar

Ms. Swift reviewed the Budget Calendar and moved that it be adopted as presented. Ms. Doty seconded the motion and it was passed by unanimous voice vote.

5.4 See Above.

5.5 Deleted.

6. New Business

6.1 See Above.

6.2 Policy for Subcommittee Process

Ms. Kiefer discussed efforts of this committee. They are expecting to have a draft resolution regarding the public contracting policy on the March agenda. The County policies need to be adopted, and the Special District Organization has draft policies for accounting. The Committee will submit a draft calendar and plan to the Board regarding the various policies that are still be to be discussed and determined.

7. Board Member Reports

7.1 Board Correspondence Volunteer

Ms. Kiefer reported on last month's correspondence and is willing to handle February correspondence.

7.2 RVCOG Membership

Ms. Kiefer reported on the recent Rogue Valley Council of Governments Meeting and the fact that the District was approved as a member. She is willing to attend this meeting for the month of February as well.

7.3 County Independence Committee

Ms. Doty reported on the four meetings that have been held regarding the process of District independence.

7.4 LSSI Committee

Vice President Weyhe and Ms. Swift have been reviewing functions, continue to meet and will have an update in March.

7.5 Policy Committee

See Above.

7.6 Logo Committee

Vice President Weyhe reported on the Committee's review of nine graphic designers. The quotes ranged from \$1,600 to \$25,000 for design services. The Committee chose John Hinkley Design at the quote of \$2,500. The Committee plans to meet with the artist and present two design concepts next month.

7.7 SDAO Meeting Representative

A representative will be in Medford and would be available to meet with members of the Board on February 18 or 19, to discuss services offered. Ms. Swift volunteered to meet with him.

7.8 Future Agenda Items

The following items should be added to next month's agenda: Adopt Logo, Policies Discussion, Medford Capital Expenditure, Telecom Issues under Unfinished Business, Report on OCF Meeting, Review of Draft Lease Agreement.

Ms. Keifer made a motion to begin the Executive Session portion of the meeting after and short break, and the motion was seconded by Ms. Swift. It was passed by unanimous voice vote. The regular portion of the meeting was concluded at 10:48 a.m.

The next meeting of the Jackson County Library District will be on March 5, at 9 a.m. in the Adams Room of the Medford Branch Library, 205 S. Central, Medford, Oregon.

/s/ Jennifer Regan
Recording Secretary

Approved on: May 7, 2015