

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

1. Call to Order/Roll Call

The Jackson County Library District Board Meeting was opened by President Jill Turner, on Thursday, March 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:

Jill Turner, President
Carol Doty, Director
Susan Kiefer, Director
Maureen Swift, Director
Monica Weyhe, Vice 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

2. Consent Agenda

- 2.1 *Approval of February 5, 2015, Meeting Minutes*
- 2.2 *Resolution approving Amendment #2 to the Intergovernmental Agreement between Jackson County, Oregon and the Jackson County Library District.*
- 2.3 *Approval of Medford Capital Expenditure; Not to Exceed \$100,000*

President Turner asked that items 2.1 and 2.2 be removed from the Consent Agenda and be discussed under Item 5, Unfinished Business, for further discussion.

President Turner asked for a motion to approve the Consent Agenda. Ms. Doty made a motion to approve Item 2.3, and Ms. Weyhe seconded the motion. The motion was passed by unanimous voice vote.

3. Oral Requests and Communications from the Audience

No one wished to address the Board.

4. Reports

At this time Agenda Item 5.1 was discussed.

5.1 *Update on Telecom, Mark Decker, Jackson County IT Director.* Mr. Decker updated the Board on the phone system and the applications for E-Rate rebates. He explained that the current course of action is to make the existing phone system independent. There is a local contractor

that has provided a reasonable quote for this process. The E-Rate consultant has been working with staff and has put out an official request for proposals.

There was some discussion regarding the timing of these items, and it was noted that the deadline is toward the end of March. Mr. Decker explained that once the bids are received, a contract must be signed; however the work is not required right away. He believes there will be time for him to review proposals, but a special meeting may be needed in order to finalize the contracts.

Ms. Turner ask for estimated costs. Mr. Decker explained that some of these items would be entirely new and would be considered capital purchasing. E-rate will cover approximately 80% of these costs. There was discussion on how the reimbursement process works. There was also a brief discussion regarding CIPA filters and the options to purchase equipment or contract for service.

The meeting returned to Item 4.

4.1 Friends Report. There was no report from the Friends.

4.2 Library Director Report, Kim Wolfe. Ms. Wolfe introduced Susan Bloom, a new employee currently coordinating circulations, system-wide technical services, floaters, patron technical support and many other things. Ms. Wolf discussed the recent Learn event. Ms. Doty stated she had heard from a very pleased patron about the event. Ms. Wolf discussed the winter reads and reviewed the participation. She also mentioned there is new energy within the library and the branches among staff and patrons. She's pleased to let the Board know that staff is very enthused. She outlined some of the programs and new partnerships as a result of the new hours. Computers have been received, and she expects them to be installed by the end of March. There are still several steps that need to be taken. Ms. Wolf asked that the Board participate in the recent survey from Oregon Community Foundation. This survey is to help nonprofit organizations identify the needs of libraries and where funds will be used most effectively. She then reviewed several of the programs from February. There were several comments made regarding the fact that the library is considered a safe place or a place of refuge for many in the community.

4.3 Update on Library Director Recruitment, Dana Braccia. Ms. Turner discussed the written report from Dana Braccia on the status of the director recruitment. They expect to be setting up meetings with the Board and candidates soon.

4.4 Argosy Investment in LSSI, Bob Windrow. Mr. Windrow addressed the Board and provided some history and information regarding the investment Argosy is making in LSSI. He described the business history of Argosy and some details of their current portfolio. LSSI is Argosy's largest investment to date. Their resources will continue to assist in LSSI's growth. They anticipate no staff changes due to this transition. There was discussion on anticipated growth and Argosy's plans for the future of LSSI.

4.5 County Financial Report, Lisa Higdon. Ms. Higdon reviewed the financial report. Ms. Higdon is currently reviewing the carry-over balance of payments to LSSI. She will have an

update at next month's meeting. Ms. Turner provided some information on the process of balancing carry-over funds.

4.6 *District Financial Report, Jill Turner.* Ms. Turner discussed the status of the fiscal year's budget, explained charge-backs and how the County budgets these items. She also discussed the telecom budget, and the fact that most of these costs will likely take place next fiscal year. She is expecting approximately \$1 million dollars from the County after the "true-up". There was continued discussion regarding the budget in general. She said the expected ending balance will be approximately \$2.2 million dollars.

4.7 *Oregon Community Foundation Meeting, Susan Kiefer.* Ms. Kiefer discussed the process of how monies are distributed from the Foundations, both state and local, to the District.

5. *Unfinished Business*

2.1 *Motion approving the minutes of the Library District Board Regular Meeting of February 5, 2015.* Ms. Weyhe noted that page 2, Item 6.1, in the second paragraph, the acronym SEPA be corrected to read CIPA. On page 4, Item 6.2, the minutes should read committee instead of subcommittee. Ms. Kiefer made a motion to accept the minutes as corrected. Ms. Swift seconded the motion, and it was passed by unanimous voice vote.

2.2 *Motion authorizing President to sign Oregon Digital Library Consortium Access Agreement.* Ms. Doty explained that she had reviewed the material and asked that the details of the cost be discussed. Ms. Wolfe clarified the amount budgeted and explained some of the arrangements with the Consortium. Ms. Doty made a motion to approve item 2.2. Ms. Swift seconded the motion and it was passed by unanimous voice vote.

A 10-minute break was taken at this time.

5.1 *See Above.*

5.2 *Adopt Logo for Jackson County Library Services, Monica Weyhe and John Higley.* Ms. Weyhe discussed the Committee's process for choosing Mr. Higley. She explained that the two concepts presented are both acceptable to the Committee. Mr. Higley was introduced, and he distributed the packets to the Board with the proposed logos. The Board reviewed the two proposals, and Mr. Higley described briefly his process and concepts. He then reviewed each proposal in detail. Ms. Shelley Austin discussed the concepts and how they reflect our region, and that Mr. Higley has offered to make sure the logo will be protected. Ms. Turner asked for comments and discussion. The Board provided feedback, and Ms. Doty moved to accept concept 1. Ms. Weyhe seconded the motion and it was passed by unanimous voice vote.

5.3 *Adopt Non-resident Card Policy, Kim Wolfe.* Ms. Wolfe described the process used to determine the proposed non-resident charge of \$100 per year. The card will be issued by household. She explained that there have been historically reciprocal borrowing agreements. Many of these are no longer in place, however Siskiyou and Klamath County residents are still eligible. She provided some numbers and recommends that the agreements be rescinded and ask

that out-of-county residents purchase a non-resident card. Ms. Joan Peterson, a member of the Friends of the Applegate Library, expressed her concerns regarding Williams and Josephine County residents who live nearby and who will no longer have access without the purchase of a non-resident card. Non-residents can still use the libraries, they just cannot check out materials without the purchase of a non-resident card. There was some discussion regarding the fee language, and the Library Director's recommendation that the Board annually review the fee. An effective date of July 1, 2015 was set for implementation. There was no further discussion and Ms. Kiefer made a motion to accept the recommendation of the committee. Ms. Weyhe seconded the motion and it was passed by unanimous voice vote.

6. New Business

6.1 *Amendment #2 to Intergovernmental Agreement Between Jackson County, Oregon and Jackson County Library District.* Ms. Turner asked that the payment amount to the County be modified to read \$232,000 rather than \$332,000 because the telecom expenditures are not expected this year. Ms. Doty moved to accept the agreement as modified. Ms. Swift seconded the motion and it was passed by unanimous voice vote.

6.2 *Financial Management Policy.* Ms. Lisa Marston discussed the policy efforts and the model policies being used. Ms. Swift commented on wording in Section 7, and Ms. Weyhe asked about the requirement for an annual audit. Ms. Doty made a motion to accept the Financial Management Policy as modified, and Ms. Weyhe seconded the motion. It was passed by unanimous voice vote.

7. Board Member Reports

7.1 *Board Correspondence Volunteer*

Ms. Kiefer reported on last month's correspondence and is willing to handle March correspondence. There was some discussion on the Ellis lease for the Applegate Branch from the trust and whether a plaque or some acknowledgement is appropriate. Ms. Turner suggested that Ms. Kiefer, Ms. Marston and Ms. Austin continue this discussion. It was decided that after July 1, 2015, the District will discuss an acknowledgement policy.

7.2 *Independence Committee.* Ms. Doty provided a brief update. There will be a meeting today regarding janitorial contracts. There are other contracting policies to still be discussed including the lease. There will be an amendment to the RVCOG contract to include financial management consulting services.

7.3 *LSSI Committee.* Ms. Swift reported on meetings with LSSI. She believes that outstanding issues in the contract are minimal. There is some legal phrasing to be agreed upon; however, she believes the parties are very close to agreement. The draft contract is expected next month, and will possibly be finalized by the end of May, 2015. There was some discussion regarding concerns that are interdependent with the County and LSSI. It was recommended that a study session be planned and possibly be scheduled on March 23 after the Budget Committee meeting.

7.4 *Policy Committee.* Ms. Weyhe reported an upcoming meeting on the library policies. Ms. Turner asked on the timeline for approving policies. The committee agreed that the policies will be adopted as a whole in May or June and then policies will be reviewed in detail throughout the year for changes.

7.5 *Individual Board Reports.* Ms. Kiefer and Ms. Weyhe have agreed to attend the upcoming RVCOG meeting. Ms. Swift reported bids for the book shop and garage door remodel will be presented to the county in April. Ms. Doty announced a celebration planned for Lou Hannum's 100th birthday at the old library on May 31. Ms. Weyhe reported on the Jackson County Library Foundation's library tour.

Ms. Kiefer 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 11:17 a.m.

The next meeting of the Jackson County Library District will be on Thursday, April 2, at 9 a.m. in the Adams Room of the Medford Branch Library, 205 S. Central, Medford, Oregon.

The Board reconvened the public process following the Executive Session, noted that no votes or actions had been taken, and adjourned the meeting at 12:01 p.m.

/s/ Jennifer Regan
Recording Secretary

Approved on: April 2, 2015