

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
BOARD MEETING OF
APRIL 2, 2015

1. Call to Order/Roll Call

The Jackson County Library District Board Meeting was opened by President Jill Turner on Thursday, April 2, 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
Mark Bartholomew, Counsel

Also Present:

Lisa Marston, Rogue Valley Council of Governments
Dana Braccia, Library Services (LSSI) Regional Director
Kim Wolfe, Jackson County Library Director
Betsy Randolph, Library Services (LSSI) Business Office Manager
Mark Decker, Jackson County Information Technology Director
Ron Sharp, Library Information Technology Manager
Lynell Dewey, Recording Secretary
Members of the Press and Public

2. Consent Agenda

- 2.1 *Approval of March 5, 2015, Meeting Minutes*
- 2.2 *Increasing District's payment to County by \$232,200 or \$77,400 per month*
- 2.3 *Proclamation in support of National Library Week – April 12-18*
- 2.4 *Proclamation in support of National Volunteer Week – April 12-18*
- 2.5 *Approval of library sign expenditures; not to exceed \$2,000*

President Turner asked for a motion to approve the Consent Agenda, excluding the approval of the March 5, 2015 minutes, which would be reviewed later in the meeting. Director Kiefer made a motion to approve the Consent Agenda as presented, and Director Swift 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

4.1 *Telecom Recommendation, Mark Decker, Jackson County IT Director*

Mr. Decker reviewed with the Board his recommendations for telecom services and equipment for the 2015-2016 fiscal year (*Submission No. 1*), and noted that he worked closely with Mr. Ron Sharp, Library IT Manager. Proposals were received from five vendors, and while these vendors were not directly comparable in every category, reasonable comparisons and recommendations were created. Mr. Decker stated he felt comfortable recommending a five-year contract for data service with Hunter Communications, as long as the contract contains the ability to cancel without penalty if performance standards are not met. The recommendation for voice circuits was for Century Link, if the terms could be negotiated; if not, InfoStructure would be the best

choice, as it appeared to offer more flexibility. He recommended the District purchase new LAN switches from Hunter Communications as part of a comprehensive data solution.

Ms. Marston noted that a contract must be in place before April 16, and she would prefer April 10, in order to apply for the E-Rate discount. Mr. Decker recommended that in order to maximize the rebate savings, the Library District wait just one year before making the change to Voice over Internet Protocol (VoIP) services.

A discussion was held regarding the Children Internet Protection (CIPA), Freedom of Information Act, computer firewalls, filters, and the possible methods of using these and other tools.

At this time President Turner moved to New Business, Item 6.1.

- 6.1 *Resolution 2015-02 Authorizing Telecom Contract(s) Awarded under the E-rate Program.*
The Board discussed the Resolution and President Turner observed the intent of the Board was to contract for data services with Hunter, for voice services with either Century Link or Infostructure, and LAN switches with Hunter. The intent is that the switchover for annual recurring costs would happen on July 1, and the data and the LAN switches would be in place and paid for after July 1. The ongoing maintenance with Touchpoint should be effective July 1, 2015 for one year. The Board added the following text to the Resolution: That the Board President is hereby authorized to execute a contract with TouchPoint for telephone maintenance. Director Doty moved to approve the amended resolution. Director Weyhe seconded the motion and it passed by unanimous voice vote. The Board expressed appreciation for all of the analysis performed by Mr. Decker and Mr. Sharp on this matter.

The meeting continued with Reports, Item 4.2.

- 4.2 *Library Special Report, Information Technology, Ron Sharp*
Mr. Sharp provided an overview of the Library Information Technology Department (*Submission No. 2*). He noted that staffing was recently increased to one full-time person, a half-time Network Administrator/Engineer, and one half-time employee for Help Desk support. His department is responsible for the Help Desk support for staff and public computers, research, testing, implementation, as well as updating and troubleshooting support software and hardware. Mr. Sharp also reported on the status of the total 410 computers, current and proposed software, and computer desktop security. He briefly reviewed the department's goals and priorities, and the benefits of upcoming technologies.
- 4.3 *Library Director Report, Kim Wolfe*
Ms. Wolfe provided an update on recent, upcoming, and planned Library activities (*Submission No. 3 and Submission No. 4*), including the Jackson County Chapter of the Oregon Association for the Education of Young Children Winter Conference, Career Transformations event, book talks, and programming for March. She noted that circulation statistics were up in January and February 2015 in many libraries, and Staff reports that library patrons are staying longer and participating in programming and activities.
- 4.4 *Library Director Retirement*
President Turner presented a plaque of recognition and a small gift to Ms. Wolfe in appreciation for her 19 years of service to the Jackson County Library. Ms. Wolfe is retiring at the end of April 2015, and the Board thanked her for all she has done. Ms. Wolfe stated that she was glad she had the chance to work with the staff, the Friends of the various

libraries, the volunteers, the various partners, and the Board, and that she was able to see the Library obtain stable funding.

4.5 *Update on Library Director Recruitment Process*

Ms. Dana Braccia stated that the Board would be meeting with two candidates for the Library Director position later today, and also noted that a new Director could not be hired until the Library Systems and Services, Inc. (LSSI) contract was finalized. Copies of the schedule and resumes for these candidates would be provided to the Board during this meeting, as several had not received the emailed information.

Upon request, President Turner recessed the meeting until 10:30 a.m.

4.6 *County and District Financial Reports*

The latest County and District financial reports were briefly reviewed (*Submission No. 5*). The estimate from last month was basically unchanged. President Turner is confident that the District is in good shape, and the appropriation amount is a County issue at this point, as the District has no legal budget for fiscal year 2014-2015. Director Weyhe made a motion to approve these documents, and Director Swift seconded the motion. Motion passed by unanimous voice vote.

5. *Unfinished Business*

5.1 *Update on Medford Library Capital Improvements*

Director Swift reported that the contract for the remodel of the Medford Friends of the Library bookshop has been awarded to Vitus Construction, and because the amount is under \$100,000 the Board of Commissioners is not required to approve it. She has not yet received the more detailed schedule of the remodel, and thus does not yet know what dates the bookstore will need to be closed. It is anticipated that the remodel will take two days to complete the majority of the renovation.

Item 2.1 was then discussed.

2.1 *Approval of March 5, 2015, Meeting Minutes*

Several minor changes were made, and a sentence added to item 5.3 with a clarification by Director Kiefer that non-residents can still use the libraries, but are not allowed to check out books without purchasing a non-resident card. Director Doty made a motion to approve the minutes as amended, and Director Weyhe seconded the motion. The motion was passed by unanimous voice vote. Director Doty noted that she proofs the minutes for content, but if she doesn't receive them more than a day or so before the meeting, the minutes may not always be on the subsequent meeting's agenda.

6. *New Business*

6.1 *Resolution 2015-02 Authorizing Telecom Contract(s) Awarded under the E-rate Program.*
This was reviewed and unanimously approved earlier in this meeting.

6.2 *Resolution 2015-03 Adopting Public Contracting Rules and Procedures*

Ms. Marston explained that she used several documents as guide, and relied heavily on the Special Districts example. If a situation arises that is not included, the District can refer to the Attorney General's rules. Mr. Bartholomew concurred and stated the policy will make the process much easier. Ms. Marston clarified that this policy will replace the Personal Services policy approved in July 2014. The only significant change is the increase from \$5,000 to \$10,000 to be reflective of current statutes. Director Kiefer made a motion to

accept the Public Contracting Rules and Procedures, and Director Swift seconded the motion. The motion passed by unanimous voice vote.

6.3 *Resolution 2015-04 Authorizing an IGA with RVCOG for Financial Management Services*
Director Doty made a motion to approve the Intergovernmental Agreement (IGA) with Rogue Valley Council of Governments (RVCOG). It was noted that the Agreement is currently for time and materials, and in the future RVCOG may propose a contract for a certain dollar amount, based on history and which has not yet been established. President Turner believes that the RVCOG costs will be less than the current total chargebacks to the County for Administration and Business Manager costs. This Agreement will not include the cost of the annual audit. Director Weyhe seconded the motion and the motion passed by unanimous voice vote.

6.4 *LSSI Contract*
Discussion on this item was postponed until after the Executive Session.

6.5 *Discuss Meeting Dates for FY 2015 – 2016*
The Board reviewed a memo from President Turner (*Submission No. 6*) regarding changing future meeting dates. It was decided the meeting date should change to the second Thursday of each month at 9:30 a.m. beginning on August 13, 2015. This change will be added to the calendar.

6.6 *Motion adopting library policies effective July 1, 2015*
There was a brief discussion on the policies (*Submission No. 7*) and Director Swift noted that the policies should reflect the date of any revisions. Director Doty made a motion to accept the library policies effective April 2, 2015, rather than the originally proposed date of July 1, 2015. Director Swift seconded the motion and it passed by unanimous voice vote.

The decision was made to begin the Executive Session portion of the meeting at this time, and continue the meeting with Board Member Reports after the Executive Session. The Executive Session began at 11:00 a.m. under ORS 192.660(2)(e), Real Property, and ORS 192.660(2)(f) Information or Records Exempt from Public Disclosure.

The Board returned to open session at 12:58 p.m. and it was decided that the balance of the agenda (Items 6.4 and 7.1 through 7.5) would be addressed at the next meeting. The Board meeting adjourned at 1:00 p.m.

The next regular meeting of the Jackson County Library District will be on Thursday, May 7, 2015, at 9:00 a.m. in the Adams Room of the Medford Branch Library, 205 S. Central, Medford, Oregon.

/s/ Lynell Dewey
Recording Secretary

Approved on: May 7, 2015