

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
BOARD MEETING HELD ON
JANUARY 8, 2015

1. Call to Order/Roll Call

The Jackson County Library District Board Meeting was opened by President, Jill Turner, on Thursday, January 8, 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
Jill Turner, President
Monica Weyhe, Vice Chair

Also Present:

Mark Bartholomew, Counsel
Kim Wolfe, Jackson County Library Director
Lisa Higdon, Jackson County Library Business Manager
Jennifer Regan, Recording Secretary
Ron Dubberly, CEO, LSSI
Dana Braccia, LSSI Regional Manager

Members of the Public

2. Consent Agenda

- 2.1 *Approval of December 4, 2014, Meeting Minutes*
- 2.2 *Approval of Payments to Jackson County*

President Turner read the Consent Agenda and asked for any discussion. There being none, Director Weyhe made a motion to approve the Consent Agenda as presented. Director Swift seconded the motion and the motion was passed by unanimous voice vote.

3. Oral Requests and Communications from the Audience

Mr. Kieran addressed the Board on the status of his application for the Library District Budget Committee and also commented on library hours. President Turner stated that Budget Committee Appointments would be addressed during Unfinished Business.

4. Reports

4.1 *Hulburt Bequest Presentation – Adrian Snyder, U.S. Bank*

Mr. Adrian Snyder of U.S. Bank Trust Department introduced himself, thanked the Board and introduced Mr. Don Denman, the Hulburt's attorney. He stated that on behalf of Ken and Lucille Hulburt, they are here to present a bequest to the Jackson County Library in the amount of \$130,000. Mr. Denman then provided some history on the Hulburts and their devotion to education and libraries. Mr. Snyder also discussed charitable causes and the role of the trust department's

management of these funds. He stated that the Hulburts requested that the funds be dedicated to programs for young and mature readers. He then presented the check to the Library Director, Kim Wolfe. Ms. Wolfe expressed her thanks and provided some highlights on the programs that are being funded by this generous donation.

4.2 LSSI – Ron Dubberly, CEO

Mr. Dubberly of LSSI discussed his history with LSSI and his interest in and passion for communities and their public library systems. He believes that recognizing the uniqueness of each community is key to providing the essential “four library food groups”: staff, collections, space, and technology. He also believes the purpose of a public library is to serve the community as individuals, and that goal should help to shape all decisions. LSSI looks forward to serving the communities of Southern Oregon.

4.3 Library Staff Presentation – Outreach

Ms. Wolfe introduced Ms. Nancy Peterson who coordinates the Outreach Program which serves homebound persons and childcare facilities. Ms. Peterson explained that Outreach provides all the services of the Library to community members who may not have the means to physically get to a branch, and it also provides books and literacy programs to early learning facilities. She continued to discuss the details of each program, the items provided and how materials are distributed. She also discussed the Story Time Program and the benefits for both adult and child. Ms. Peterson mentioned that the program is always looking for volunteers and several flyers were distributed. (Submission No. 1)

4.4 Library Director Report

Ms. Wolfe reviewed the Director’s Report which was included in the Agenda Packet (Page 12). She described three new database subscriptions. She discussed the Library’s membership on the Hispanic Interagency Committee (HIC) and the services and programs provided. Ms. Wolfe continued to outline the Winter Reads Program, the Computer Classes and the Spanish-English Conversation Hours. She asked Ms. Shelley Austin, Executive Director of the Library Foundation to speak to the Spanish-English Conversation Hours. Ms. Austin described the class briefly and stated that their first session was very successful. Ms. Wolfe highlighted Learnapalooza coming up on January 31, 2015. She then announced that she will be retiring from her position as of April 30, 2015. She expressed her appreciation for her wonderful career and her excitement at seeing library funding stabilized and the District moving forward. She will do whatever is necessary to provide a smooth transition.

4.5 December Preliminary County Financial Report

Ms. Higdon, Library Business Manager, reviewed the Financial Report from the Agenda Packet. She made note of several items and those requiring a supplemental budget and explained the budget adjustments that will be made. She will look into the landscape charges and check with the Road and Parks department to find out the amounts. There was a question about criminal background check funds. Ms. Higdon explained that the background checks are for volunteers and the bill usually is paid at the end of the year.

4.6 December District Financial Report

President Turner reported that the District has received \$7,775,000 in property taxes and have earned \$9,764 in interest. \$3.2 million was paid to the County which leaves \$4,575,000 in the bank account. The District is expecting to have a positive cash balance through June, 2015.

The Board took a short break at this time.

5. Unfinished Business

5.1 Budget Committee Appointments

Director Doty provided a brief overview of the process. She stated that the Board received 12 applications for the Budget Committee. She explained the criteria for applicants as including experience in local government, non-profit or library management, a history of creating budgets and an understanding of financial statements or an educational background in business administration. The applicant must understand financial policies and procedures for non-profit entities and special districts. They must have adequate time to serve on the committee and provide geographical and gender diversity. Of the applications received, seven were from men, and five from women. They were received from the following persons:

Director Doty then read the names of the applicants and where they live:

Pat Ashley, Eagle Point
Edwin Budge, West Medford
Francine Conner-Coash, Central Point
Cathy de Wolfe, East Medford
Eric Dzuira, East Medford
Ann Hathaway, White City
Wright Kieran Jacksonville
Jon Michael Polich, East Medford
George Prokop, Jacksonville
Peter Salant, Jacksonville
Steven Scholl, Ashland
Cathy Shaw, Ashland

Director Doty noted that she and Director Swift interviewed six applicants, and their recommendation is as follows:

Pat Ashley, Eagle Point
Edwin Budge, West Medford
Eric Dzuira, East Medford
George Prokop, Jacksonville
Catherine Shaw, Ashland

Each person has five to 20 years of experience in developing and managing budgets for a government or a large non-profit, and each has an extensive history of volunteer service. They all started using libraries in childhood. Each applicant has demonstrated collaborative decision-making skills in their volunteer work. The three that are they are recommending they were not

familiar with offered creative ideas, and Director Doty mentioned that the interviews were exciting and inspiring. Director Swift then discussed each applicant and their backgrounds in more detail.

President Turner thanked the directors for their work on this selection process. There was some discussion as to terms and the staggering necessary. Director Doty commented that travel schedules were also a factor. There being no further comments, Director Weyhe made a motion to accept the recommendations for the Budget Committee. Director Kiefer seconded the motion and it was passed by unanimous voice vote.

All applicants will be thanked for their submission. President Turner asked that the selected applicants receive the Local Budgeting Guide as well as the Strategic Plan. There was a short discussion on terms, and it was decided that this would be placed on the agenda for next month's meeting.

5.2 Establish Logo

President Turner asked Director Weyhe to discuss this topic. Director Weyhe explained that this was originally discussed at the same time as a name change and a change in hours. However, she feels that it is important not to rush this decision, and as yet there has not been a request for submissions. She referenced standards that may be required. She recommends that a small committee establish a process and submit recommendations to the Board. Director Doty would prefer that letterhead be decided on soon. Director Kiefer believes that the process is important to determine technical specifications, and a temporary letterhead will suffice in the short term. President Turner asked that Carrie Prechtel, Lisa Marston, Shelley Austin and Director Weyhe comprise the subcommittee and provide recommendations by April, 2015.

5.3 Update on Capital Improvements at Medford Library

Ms. Higdon reported that there is plenty of shelving available and there is also a frame available. The architect can fabricate additional frames. The Friends of the Library has approved the architect's plan. There will be a request for a bid for garage doors, a bid for the book shop remodel and a bid for both together. She will return to the Board once bids are received.

5.4 Governance Policy

Director Doty made a motion to approve the policy and Director Swift seconded the motion. There was some discussion regarding small corrections, and President Turner would suggest a change to Officers Duties on page 20 of the Agenda Packet and add a fourth item stating that the President may represent the Board with or to outside parties. There was some further discussion on this item. Mr. Bartholomew explained that this is a good idea in that it covers the President to make decisions regarding daily business rather than those concerning policy or binding contracts.

Director Doty amended her motion to include the additional sentence in Item II, A. 3., and Director Swift seconded the amended motion. President Turner asked for a vote, and the motion was passed by a unanimous voice vote.

6. New Business

6.1 Resolution approving Associate Membership in Rogue Valley Council of Governments. (Submission No. 2)

President Turner provided some background on this item. It was agreed that RVCOG provides a very good vehicle for the Library to be a part of community discussions. Director Swift made a motion to approve the Resolution as written. Director Doty seconded the motion. President Turner asked for discussion. Members of the Board agreed that RVCOG has many resources that will be useful to the new District. President asked for a vote and the motion was passed by unanimous voice vote.

6.2 Approval of Intergovernmental Agreement with Rogue Valley Council of Governments for Administrative Services (Submission No. 3)

President Turner explained that this Agreement will provide administrative support to the District on a contract basis. Director Doty added that this Agreement provides this support on an hourly basis which allows for flexibility. Director Doty made a motion to approve the Agreement and Director Kiefer seconded the motion. President Turner asked for a vote and the motion passed with a unanimous voice vote.

7. Board Member Reports

7.1 Board Correspondence Volunteer

Director Swift agreed to scan and send items to Director Kiefer. Director Weyhe reported on the items to which she has responded. Director Doty reported that her library e-mail address is compromised, and asked that correspondence be sent to her Charter account.

7.2 RVCOG Meeting Volunteer

Director Weyhe has agreed to attend the next meeting.

7.3 LSSI Committee

Director Swift reported that Director Weyhe and she met with LSSI staff and had a broad discussion regarding goals for the library systems in general. She reported that LSSI has agreed to provide a draft of a new contract within 30 days.

7.4 County Independence

Director Doty reported that there have been several subcommittee planning meetings. They have met with Ms. Higdon, RVCOG and also Mr. Danny Jordan, the County Administrator. She reported that Mr. Jordan mentioned a legal opinion regarding the transfer of library assets and that he also agreed to provide a draft facility lease and maintenance contract by February 15. There is also a meeting planned today with Mr. Bartholomew, County Counsel and Harvey Bragg, Senior Deputy County Administrator, to discuss the transfer of assets. It is expected that there will be another meeting with County representatives later this month.

7.5 Future Agenda Planning

Director Doty reported that there will be a non-resident card report with recommendations and proposed new policies from Library staff at the February meeting, for approval at the March meeting. President Turner stated that the Budget Committee will be assigned terms.

Director Swift asked that the Board consider having the Policy Committee begin to review library policies and operating policies. President Turner asked that the policies be approved in total, and that a review be conducted in more detail and recommendations presented to the Board on a quarterly basis. Director Kiefer agreed to begin the review.

7.6 Individual Director Reports

Director Doty reported on the Christmas afternoon reading program at the White City Library.

Director Weyhe reported that she had received notification that the Campaign Committee is officially disbanded.

It was requested and agreed that at a future meeting LSSI report on the process of recruiting Ms. Wolfe's replacement.

There was a request that the Friends organizations need to have the District's contact information.

President Turner mentioned several upcoming association meetings:

- Special Districts Association of Oregon (SDAO) Annual Meeting - February 5-8, 2015
- Oregon Library Association (OLA) Meeting – April 15-17, 2015
- American Library Association (ALA) Meeting – June 25-30, 2015
- Public Library Association (PLA) Meeting – April 5-9, 2016

Director Doty asked that future dates for conferences be added to the bottom of future agendas.

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

Monica Weyhe _____
Maureen Swift _____
Susan Kiefer _____
Jill B. Turner _____
Carol Doty _____

Jennifer Regan, Recorder

Approved on: _____