

MINUTES OF THE
JACKSON COUNTY LIBRARY DISTRICT
BOARD MEETING
MAY 7, 2015

1. Call to Order/Roll Call

The Jackson County Library District Board Meeting was opened by President Jill Turner on Thursday, May 7, 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
Amy Blossom, Jackson County Interim Library Director
Lisa Higdon, Jackson County Library Business Manager
Lisa Marston, Rogue Valley Council of Governments
Jenny Regan, Recording Secretary
Members of the Public

2. Consent Agenda

- 2.1 *Minutes of the Library District Board Executive Session of February 5, 2015*
- 2.2 *Minutes of the Library District Board Special Meeting of March 23, 2015*
- 2.3 *Minutes of the Library District Board Executive Session of March 23, 2015*
- 2.4 *Minutes of the Library District Board Regular Meeting of April 2, 2015*
- 2.5 *Minutes of the Library District Board Executive Session of April 2, 2015*
- 2.6 *Minutes of the Library District Board Special Meeting of April 13, 2015*
- 2.7 *Minutes of the Library District Board Executive Session of April 13, 2015*
- 2.8 *Minutes of the Library District Board Special Meeting of April 20, 2015*
- 2.9 *Minutes of the Library District Board Executive Session of April 20, 2015*
- 2.10 *Motion approving selection of Isler Medford LLC as the Library District's Auditor*
- 2.11 *Motion appointing Tammy Westergard to act as Recording Secretary and Registered Agent*

President Jill Turner asked for a motion to approve the Consent Agenda. Director Doty made a motion to approve the Consent Agenda as presented, Director Weyhe seconded the motion and it was passed by unanimous roll call vote.

3. Oral Requests and Communications from the Audience

No one wished to address the Board.

President Turner introduced Amy Blossom as the Library District's Interim Library Director.

4. Reports

4.1 *Library Foundation Director Report – Shelley Austin*

Ms. Austin distributed a handout on the Foundation. She mentioned that Former Medford Mayor Lou Hannum is turning 100 years old on May 31, and that there will be a birthday celebration at the Carnegie Library to raise funds for the Hannum Fund to honor of him and his wife. She gave an overview of the Foundation and described the bimonthly tours and participants' comments on the Foundation video.

She has submitted a grant request, having been assisted by two SOU interns. Audio e-books were the focus of submitted grant requests. Ford Family Foundation has altered its definition of “rural county,” and Ms. Austin discussed interactions with other funding organizations.

Ms. Austin also provided the following statistics: there were 71,122 digital downloads in fiscal year 2013-14, and there have been 70% of that previous total downloaded in the first seven months of fiscal year 2014-15.

4.2 Library Director Report, Amy Blossom

Ms. Blossom thanked the Board of Directors and expressed appreciation of the library staff. She reviewed the Director’s report and mentioned the Volunteer Coffee Highlights as an opportunity for volunteers to socialize. She discussed the Summer Reading Program, and collaboration and interactions with community groups. She also reviewed other upcoming summer programs and the director transition.

The libraries work a lot with Head Start. Director Doty mentioned that there will be a party at Central Point Elementary School on May 14 at 5:30 p.m., to celebrate the 50th Birthday of Head Start. She will be attending.

4.3 County Financial Report, Lisa Higdon

Ms. Higdon discussed the e-rate reimbursement and explained that the 2014 reimbursement will be received before June 30, 2015. There will be more carry-over for Ready to Read, and there was some additional discussion and explanation on the timing for these funds. The budget difference is due to the cities no longer making some contributions since the District was funded. The expenditures and the earlier estimates are as anticipated. It’s unlikely that contingency funds will need to be used. Final reconciliation with the County will be completed in December with a possible partial payment in August or September.

4.4 District Financial Report, President Turner

President Turner discussed expectations for the year-end financial report and the cash-flow requirements for the coming year.

4.5 Final Report on Telecom Procurement Process

Lisa Marston discussed the telecom procurement contracting process and the initial recommendation of Century Link. The quotes from Century Link and Infostructure were very close. Mark Decker continued discussions with the two companies after the Board meeting, and Infostructure was eventually awarded the contract. There was some continued discussion regarding the equipment needed for this project. The Board requested publicity to let the public know of the improved services. There is the possibility of a joint press release with Hunter and Infostructure, and requirements to qualify for the e-rate reimbursement can be mentioned, but the Board cautioned discussion of project funding.

5. Unfinished Business

5.1 Resolution ratifying District’s April 20, 2015, motion to approve lease with Jackson County

Director Weyhe moved for approval of the lease as presented, and Director Swift seconded the motion. The motion was passed by unanimous voice vote.

6. *New Business*

6.1 *Strategic Planning*

The Board discussed dates for an Annual Board Planning meeting (August 13-14, 2015). Directors Weyhe and Doty will look into possible venues, and the weekend of August 24 is a proposed alternate date.

7. *Board Member Reports*

7.1 *Board Correspondence*

There was nothing to discuss under correspondence. There was a request to staff that the Board continue to hear public feedback, even if it's not positive

7.2 *Independence Committee*

President Turner explained that various contracts are being reviewed. Ms. Higdon and Ms. Marston are in constant communication, and there is the expectation that at the next meeting there will be contracts to review.

7.3 *Policy Committee*

At least two library policies will be presented for consideration at the June meeting.

Board Members who have agenda items for next month were asked to submit them to Ms. Higdon no later than May 22, 2015.

7.4 *Individual Board Reports*

Director Weyhe discussed her attendance at the American Library Association (ALA) annual meeting in San Francisco (June 25-30, 2015) and some of the events that will be provided. She discussed the cost and asked other Board Members, who plan to attend, to coordinate with her.

The Executive Session began at 10:18 a.m.

The Board reconvened the regular session at 10:38 a.m. and there being no further business the meeting was adjourned at 10:38 a.m.

The next regular meeting of the Jackson County Library District will be on Thursday, June 4, 2015, at 9:00 a.m. in the Adams Room of the Medford Branch Library, 205 S. Central, Medford, Oregon.

/s/ Jennifer Regan
Recording Secretary

Approved on: June 4, 2015