

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING
JUNE 4, 2015

1. Call to Order/Roll Call

The Jackson County Library District Regular Board Meeting was opened by President Jill Turner on Thursday, June 4, at 9:00 a.m. in the Adams Community Meeting Room at the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Roll call was taken and those present were:

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

Also Present:

Lisa Higdon, Jackson County Library Business Manager
Lisa Marston, Rogue Valley Council of Governments
Dana Braccia, National Director for Public Library Services - LSSI
Tammy Westergard, Jackson County Library Director
Amy Blossom, Ashland Branch Library Manager
Betsy Randolph, Library Services Business Office Manager
Marian Barker, Youth Services Manager
Susan Bloom, Access Services Coordinator
Rick Simpson, Contract Manager of Pathways Enterprises
Lynell Dewey, Recording Secretary
Members of the Public

2. Introductions and Declarations

2.1 *Introducing Tammy Westergard as the new Jackson County Library Director*
President Turner introduced Ms. Tammy Westergard as the new Jackson County Library Director, and noted she has experience in economic development as well as libraries.

3. Consent Agenda

3.1 *Motion approving the minutes of the Library District Board Regular Meeting of May 7, 2015*
3.2 *Motion approving the minutes of the Library District Executive Session of May 7, 2015*

President Turner read the Consent Agenda and Director Swift made a motion to approve the Consent Agenda as presented. Director Doty seconded the motion. Motion passed unanimously by voice vote.

4. Oral Requests and Communications From Audience

Ms. Brandi Randall, Treasurer of the new Talent Library Club, welcomed Tammy Westergard, and appointed her an honorary member of the Talent Library Club.

5. Reports

5.1 *Library Director Report, Amy Blossom (interim Library Director)*
Ms. Blossom provided an update on current programs (*Submission No. 1*) including the roll out for the new non-resident card, Spring into Summer Reading, and collaborations

with many community groups. The Hulbert Bequest funds support a book talk program for middle school students and 34 classes and 16 schools in 9 towns were visited in May.

There is no longer a waiting list for the Homebound service, movies continue to be popular at the libraries, computer classes are well-attended, e-book and audiobook trainings were held, a *Writers Series* was held in Ashland, and a *Queen and Princess Day* event held in White City. Eagle Point Friends of the Library funded an event that picked up all 157 first graders in School District 9. These children were given a tour of the library, a book bag with more information, a story time, and ice cream. Ms. Blossom shared both positive and negative patron comments.

5.2 *Financial Reports*

President Turner noted that the Board had recently reviewed these reports (*Submission No. 2*) at the Budget Committee meeting. Director Doty made a motion to approve the financial reports as presented and Vice President Weyhe seconded the motion. The motion passed unanimously by voice vote. President Turner asked that the contract with Jackson County be reviewed and the timing for the reconciliation be discussed at the next District meeting.

6. *Unfinished Business*

There was no unfinished business to discuss.

7. *New Business*

7.1 *Motion Approving Qualified Rehabilitation Facility Contract for Janitorial Services*

Ms. Marston explained that a new contract was required (*Submission No. 3*), and bids had to be procured from a Qualified Rehabilitation Facility (QRF). She introduced Mr. Rick Simpson, the Contract Director of Pathway Enterprises. Because the biggest concern expressed by the branch libraries was that current janitorial staff would not lose their jobs, Mr. Simpson previously agreed to offer employment to the current staff. Ms. Marston noted that because custodial services, window cleaning, floor cleaning, and the purchasing of custodial supplies are consolidated into a single contract, the administrative costs are reduced. The cost has increase due to increased hours and duties and because Pathways offers benefits and a higher hourly wage. Mr. Bartholomew stated that he had reviewed the contract and it is acceptable, and he thanked Ms. Marston for her work. Director Doty made a motion to approve the QRF Contract for Janitorial Services with Pathway Enterprises. Director Kiefer seconded the motion, and the motion passed unanimously by voice vote. Mr. Simpson spoke briefly on Pathway Enterprises.

7.2 *Motion Approving a Circulation Policy*

Vice President Weyhe noted one correction that needed to be made on page 4 of the policy (*Submission No. 4*). The sentence should read “The library assumes that the item is lost when it is 29 days overdue” (not 45 days overdue). Ms. Susan Bloom, Access Services Coordinator, observed that the policy is now only 4 pages rather than the original 17 pages. There will still be procedures for employees to follow, but it will be easier to post the policy on the website. Vice President Weyhe made a motion to approve the Circulation Policy as corrected. Director Doty seconded the motion, and the motion passed unanimously by voice vote.

Director Swift asked about library cards with the new logo, and was told that because there is still a large supply of the old library cards, the bulk of those will be used before new ones are ordered.

- 7.3 *Motion Approving Intergovernmental Agreement (IGA) with Rogue Community College (RCC) for Integrated Library System*
A discussion was held regarding the IGA with RCC (*Submission No. 5*). Director Doty made a motion to approve the IGA with RCC for the Integrated Library System. Director Kiefer seconded the motion and the motion passed unanimously by voice vote.
- 7.4 *Motion Approving Intergovernmental Agreement (IGA) with Rogue Community College (RCC) for Lease Agreement and Agreement for Joint Operations*
Director Doty made a motion to approve an IGA with RCC for Lease Agreement and Agreement for Joint Operations (*Submission No. 6*) for discussion. Director Swift seconded the motion. Vice President Weyhe noted several minor changes she felt should be made in the document in items 2.2.10, and 4.2. She questioned how security costs were allocated at the Medford library. Currently, RCC tracks and pays for security for the hours the library is open only to RCC students, and does not share in any costs for the other hours. After further discussion, Director Doty and Director Swift withdrew the earlier motion. Vice President Weyhe made a motion to move this topic to the agenda on June 18, 2015, and that Ms. Marston review security payments with RCC. Director Kiefer seconded the motion. The motion passed unanimously by voice vote.
- 7.5 *Resolution Authorizing Banking Relationship and Account Signers*
A brief discussion was held regarding opening bank accounts with AmericanWest (*Submission No. 7*). The Account Signers will be Monica Weyhe, Maureen Swift and Jill Turner of the District, and Michael Cavallaro, Ann Marie Alfrey, and Lisa Marston of RVCOG. President Turner noted that AmericanWest is willing to work with the District if a line of credit is needed. Director Doty made a motion to authorize the Banking Relationship and Account Signers. Director Swift seconded the motion, and the motion passed unanimously by voice vote.
- 7.6 *Resolution Authorizing Local Government Investment Pool (LGIP) Account and Signers*
President Turner explained that a Pool Account is needed even if the District remains with the County for investing (*Submission No. 8*). Director Doty made a motion to authorize an LGIP Account and Signers as presented. Director Swift seconded the motion, and the motion unanimously passed by voice vote. Lisa Higdon was asked to confirm with the County if it is still willing to handle the District's investments.
- 7.7 *Resolution Directing County Treasurer to deposit all Library monies into Local Government Investment Pool (LGIP) Account*
President Turner reviewed the resolution with the Board (*Submission No. 9*). Director Doty made a motion to direct the County Treasurer to deposit all Library monies into the LGIP account. Vice President Weyhe seconded the motion, and the motion passed unanimously by voice vote.
- 7.8 *Request For Proposal (RFP) for Security Guard Services at the Medford Library*
Ms. Marston noted that this item (*Submission No. 10*) was to provide information on the ongoing RFP process for security guard services.
- 7.9 *Appoint Children's Internet Protection Act (CIPA) Committee*
Vice President Weyhe stated that she and Director Kiefer would like to volunteer to be on the CIPA Committee, and proposed the Committee would do more research before presenting issues to Counsel. Vice President Weyhe suggested that Lisa Marston, Ron Sharp, Information Technology Manager, JCLS, Marian Barker, Youth Services Manager

and Susan Bloom, Access Services Coordinator, also serve on the Committee. The process needs to be underway, if not complete, as a requirement of the internet rebate. It was decided that Denise Wilson, who is the mother of five children and an Ashland Librarian, if available, would be a good choice for the Committee. Director Doty made a motion to ask these seven people to serve. Director Swift seconded the motion. Motion was passed by unanimous voice vote.

8. Board Member Reports

8.1 Board Correspondence

Director Kiefer reported that she has been unable to reach Mr. Richard Braden, who contacted the Board regarding a donation for the Applegate Library. Director Doty noted that he is the owner of the property the Applegate Library is built on, where the County has a 99-year lease. The consensus was that Mr. Braden was interested in making a financial donation, and Director Kiefer will continue her attempts to contact him.

8.2 Independence Committee

Director Doty stated that the RCC agreement and Medford branch security are the only remaining issues.

8.3 Policy Committee

Director Kiefer noted that the SDAO (Special Districts' Association of Oregon) policies are available for revisions, the letter to volunteers has been sent, and work is continuing on the Volunteer and Room Policies. The Room Policy should be available for the Board's meeting on June 18, 2015.

8.4 Individual Board Reports

Director Doty reported that the Head Start birthday party was attended by several hundred people. She also attended Mr. Lou Hannum's 100th birthday celebrations, and received several donation checks for the Library Foundation. She plans to report at the August District meeting and planning session on the Jacksonville City Council meeting regarding the library lease.

Director Swift toured the VIBES Charter Academy at Kids Unlimited and was very impressed. She hopes the library will partner with them in some capacity. The Friends of the Library Bookstore remodel is progressing, and completion is now projected for the first week of July.

Vice President Weyhe suggested that Michelle Atkinson would be a good alternate for the CIPA Committee if Denise Wilson is unable to participate. Board members concurred.

9. Next Meeting Dates

The next meetings are: Special District Meeting on June 18; Regular District Meeting on July 2, 2015; and the Board Meeting and Planning Session on August 13-14, 2015.

10. Adjourn

President Turner adjourned the meeting at 10:32 a.m.