

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING
JULY 2, 2015

1. Call to Order/Roll Call

The Jackson County Library District Regular Board Meeting was opened by President Jill Turner on Thursday, July 2, 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 Marston, Executive Administrator, JCLD
Dave Maxfield, Chief Information Officer, LSSI
Tammy Westergard, Library Director, JCLS
Ron Sharp, Information Technology Manager, JCLS
Betsy Randolph, Business Office Manager, JCLS
Susan Bloom, Access Services Coordinator, JCLS
Members of the Public

2. Introductions and Declarations

2.1 *Introducing the Honorable G. Philip Arnold, retired Jackson County Circuit Court Judge*
President Turner introduced Judge Arnold as the official who would be swearing in three directors to a second term on the Jackson County Library District Board.

3. Oath of Office

3.1 *Swearing in of Board Members*

Carol Doty, Jill Turner, and Susan Kiefer were sworn in as a group by the Honorable G. Philip Arnold, each to a four-year term that expires in May 2019.

4. Election of Officers

4.1 *Electing a President*

Director Kiefer nominated Monica Weyhe for President. Director Doty seconded. Hearing no objections or additional nominations, President Turner asked for a motion to cast a unanimous ballot. Director Doty so moved; Director Kiefer seconded. Motion passed unanimously by voice vote.

4.2 *Electing a Vice President*

Director Doty nominated Maureen Swift for Vice President. Director Kiefer seconded. Hearing no objections or additional nominations, President Weyhe asked for a motion to cast a unanimous ballot. Director Doty so moved; Director Kiefer seconded. Motion passed unanimously by voice vote.

5. Consent Agenda
 - 5.1 *Motion approving the minutes of the Library District Board Regular Meeting of June 4, 2015.*
 - 5.2 *Motion approving the minutes of the Library District Board Special Meeting of June 18, 2015.*
 - 5.3 *Motion approving the second Thursday at 9:30 a.m. as the District Board's monthly meeting time, beginning in August 2015.*
 - 5.4 *Motion approving the Mail Tribune as the Library District's newspaper of record.*

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

6. Oral Requests and Communications From Audience

No one wished to address the Board.

7. Reports

- 7.1 *Library Director Report, Tammy Westergard*

Ms. Westergard provided an update on current programs (*Submission No. 1*), including the Summer Reading Program, which is experiencing a higher-than-average number of signups, and the Comic-Con event in Ashland, which was a huge success. She then reviewed the May statistics for Outreach Child Care Services, which included 26 storytimes (2 bilingual), an early literacy presentation held at the OnTrack residential site, and the "Spring into Summer" reading program (SRP), through which 488 children received a new book, certificate, and bookmark. Ms. Westergard reported that the Medford Teen Library is also seeing an impressive number of signups for the Teen SRP and related activities. She also stated that Hunter Communications' installation of the new network is underway and all parties are working together to successfully complete that transition. Ms. Westergard then shared some positive comments from patrons.

- 7.2 *Financial Reports, Director Jill Turner*

The latest County and District financial reports (*Submission No. 2*) were briefly reviewed, including the amount that currently sits in the Tax Turnover account, which the District is expected to receive back from the County once the reconciliation is done. Director Turner has a tentative meeting scheduled with Harvey Bragg on August 12. Director Doty made a motion to approve the financial reports as presented and Director Kiefer seconded the motion. The motion passed unanimously by voice vote.

President Weyhe recessed the meeting until 9:22 a.m. while the projector was being set up.

- 7.3 *LSSI Technology Proposal, Dave Maxfield, CIO, Library Systems & Services, LLC*

Mr. Maxfield began by thanking those who offered their assistance and feedback on the technology proposal that's being presented today (*Submission No. 3*). He said that he views this meeting as the start of a process, not the end of a process. The goal, he explained, is to provide options to the Board for their feedback, to gauge Board members' interests and preferences, and to decide the next steps based on direction from the Board. President Weyhe asked if the Board could receive an electronic copy of his PowerPoint presentation and Mr. Maxfield said yes.

Next, Mr. Maxfield described the data network environment as it exists today, the design of which he said has been constrained by the limited bandwidth available. With the

changes that are coming with respect to Hunter Communications and increased bandwidth, it opens up more options and architectures for the library to take advantage of. He defined the terms “virtualization” and “consolidation.” He also spoke about the power and efficiency of today’s servers, while highlighting the pitfalls of holding on to old equipment beyond their useful life. Mr. Maxfield emphasized that keeping a public library’s technology up to date and in sync with the marketplace appeals to patrons, especially those who are using the latest and greatest technology.

Then, Mr. Maxfield touched on one technology in particular—RFID (*Note: RFID stands for Radio Frequency Identification, which is a type of technology that uses radio waves to identify and track objects wirelessly*). As he put it, if the network is like a gateway, then RFID is kind of like a gateway drug, i.e., an enabler for other things. He admitted that it is an expensive technology, but once it’s in place, he continued, it allows you to utilize other technologies like self-check and self-service (the European model). If the goal is to expand hours and provide greater patron services, RFID technology can help find ways to keep a portion of libraries open for at least part of the day with minimal staffing.

During the balance of his presentation, Mr. Maxfield outlined the advantages and disadvantages of three different design options LSSI is proposing for modernization of the library’s technology: 1) current design with modern technology; 2) consolidation of server(s) in Medford; and 3) cloud consolidation and virtualization at LSSI cloud sites. With the cloud model, he explained, you’re essentially paying for a service instead of capital improvements. Mr. Maxfield spoke at length about the replacement lifecycle of various types of equipment and the concept of “sparing,” which means having new equipment on hand to replace equipment when it breaks. He also mentioned the possibility of having Jackson County Library Services pilot a web application called “myLibrary,” which would give patrons a gigabit of online storage that can be accessed from anywhere. He described other features and benefits of “myLibrary,” while assuring Board members that it can be done very inexpensively.

Vice President Swift asked if LSSI would consider handling this type of work in the absence of a library services contract. Mr. Maxfield said, for the right price, absolutely. Director Doty cautioned the Board to take the time it needs to consider this proposal, especially with the District being so new. She also said she was hoping to see how the new network being installed by Hunter Communications operates before rushing to the next step. Other Board members echoed Director Doty’s concerns about having to make a decision within 90 days, prompting Mr. Maxfield to take that timeframe off the table. When Director Turner brought up how the planning and procurement process typically works for a governing body, Mr. Maxfield described what distinguishes LSSI as a service provider. Following this exchange, an extended discussion ensued. Topics included RFID technology; how other libraries are incorporating tablets, laptops and e-readers; the possibility of crafting a solution with a la carte features and a phased approach; the increased bandwidth and consolidation associated with the new network; which library systems are presently operating primarily in the cloud; and how our library’s cloud would be built around Polaris, the same framework that already exists. In light of the Hunter installation, Mr. Maxfield assured the Board that he would conduct usage studies, once the new network settles out, before determining whether additional technology infrastructure upgrades would be necessary before a cloud option could be deployed. The discussion wrapped up with a brief conversation about pricing.

As the presentation concluded, Vice President Swift highlighted the fact that the District is constrained, at least for the next year, by the budget they just adopted. Mr. Maxfield said he understood that. He also acknowledged that this is a fairly technical, detailed, and expensive change and that, on the District's end, there are a lot of steps to go through. He then thanked the Board members for their time and consideration. In turn, the Board members thanked Mr. Maxfield for educating them about this technology and for presenting a number of options for the Board to consider, and Director Turner assured him that this will be on the list of items to be prioritized in the District's work plan that they'll be developing in August.

President Weyhe suggested a quick break and reconvened the meeting at 10:45 a.m.

8. Unfinished Business

There was no unfinished business to discuss.

9. New Business

9.1 JCLD/RVCOG Communication

President Weyhe and Director Turner reported on a meeting at RVCOG with Executive Director Michael Cavallaro. To help manage workloads and schedules, minimize interruptions, and improve efficiency, Mr. Cavallaro asked the District to consider funneling the majority of the communication to RVCOG Administration and Finance through two Board liaisons. It was also explained that since the Administrator will be working on Library District business from 8:00 a.m. until noon, Monday through Friday, it's possible that emails sent or voice mails left outside that timeframe might not be responded to until the next day. Exceptions would be made for urgent, time sensitive matters, of course. As Director Turner explained it, when a Board member is working with the Administrator on a project, it's fine to have back and forth communication. If it's something new, however, Board members will want to run it by the Board President to give her a chance to think about it and determine the next steps. This is the same way that Director Turner handled communication with District's legal counsel over the past year, a practice that President Weyhe said she will continue. It was recommended, too, that the District look at someone else as a minute taker, an idea that the Board members collectively supported.

Hearing no further questions or discussion, Director Turner moved that the Board approve item 9.1, approving the Board President as liaison to RVCOG Administration and Jill Turner as liaison to RVCOG Finance. Director Doty seconded the motion. The motion passed unanimously by voice vote.

10. Board Member Reports

10.1 Board Correspondence

There was no correspondence to report on.

10.2 Independence Committee

Director Turner noted several signs that indicate the transition is going well, but cautioned that surprises might still lurk around the corner.

Director Doty reported that Betsy Randolph is in the process of scheduling the vehicles for repairs and service.

10.3 *Policy Committee*

While there were no new Board policies to review, President Weyhe reported that Ms. Westergard and Ms. Bloom will be prioritizing a number of policies for the Board to review in the near future.

10.4 *CIPA Committee*

Since the CIPA Committee has not yet met, there was nothing to report.

10.5 *Individual Board Reports*

Director Kiefer suggested that at some point, she and President Weyhe might want to talk about the ALA Conference they just attended.

Vice President Swift informed the Board that the bookshelves for the Friends Bookstore have arrived and a soft opening is anticipated in the next week or so.

President Weyhe reported on a tour of Sharon Johnson's home, which is a model for aging in place and RVCOG's Lifelong Housing Program. When a Mayor who was also on the tour wondered aloud about how to get the word out about the program, President Weyhe stated that she took that opportunity to emphasize what a great resource the Library is for getting the word out about programs of interest to our community.

Other recent experiences and observations related to public libraries and the vital role they play in our democracy were also shared by Board members.

11. *Future Meetings/Events*

There will be an SDAO Training on August 4, 2015; a Regular District Meeting on August 13, 2015; and an Annual Planning Work Study Session on August 13-14, 2015.

12. *Adjourn*

President Weyhe adjourned the meeting at 11:12 a.m.

/s/ Lisa Marston
Recording Secretary