

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING
OCTOBER 8, 2015

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Regular Board Meeting was opened by President Monica Weyhe on Thursday, October 8, 2015, at 9:31 a.m. in the Adams Meeting Room at the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Roll call was taken and those present were:

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

Also Present:

Lisa Marston, Executive Administrator, JCLD
Tammy Westergard, Library Director, Jackson County Library Services (JCLS)
Betsy Randolph, Administrative Assistant, JCLS
Cindy Delanty, Regional Manager, Riverside, Library Systems & Services, Inc. (LSSI)
Laura Burnett, Regional Director, California, LSSI
Erin Francoeur, Library Director, Shasta Public Libraries
Shelley Austin, Executive Director, Jackson County Library Foundation (JCLF)

2. Introductions and Proclamations

Cindy Delanty, LSSI Regional Manager for Riverside, California, introduced herself and announced Dana Braccia's promotion to Vice President of Library Services for LSSI. She also introduced Erin Francoeur, Director for Shasta Public Libraries in Redding, and Laura Burnett, LSSI's new Regional Director for "a lot of California."

President Weyhe read the Proclamation in Support of National Friends of the Libraries Week in the Board packet and thanked Vice President Swift, Director Kiefer and other Friends members for their dedication and hard work. **MOTION:** Director Doty moved to approve the Proclamation as read. Director Kiefer seconded the motion. The motion was approved unanimously by voice vote.

3. Consent Agenda

3.1 *Motion approving the minutes of the Library District Board Regular Meeting of September 10, 2015.*

3.2 *Motion approving change in hours of operation on December 24 and 31, 2015.*

President Weyhe read the Consent Agenda. **MOTION:** Director Doty moved to table 3.1 until the next meeting. Vice President Swift seconded the motion. The motion passed unanimously by voice vote. Director Turner had a question on 3.2, so it was also removed from the Consent Agenda and placed under New Business as 8.2.

4. Oral Requests and Communications From Audience

No one wished to address the Board.

5. Reports

5.1 *Library Director Report, Tammy Westergard*

Referencing her written report in the Board packet, Ms. Westergard began by recognizing Betsy Randolph and Susan Bloom for their efforts in getting the State Library Report submitted on time. She then named the core staffers who have helped launch the strategic planning process and are next door in the large meeting room right now attending training on the community workshops. Ms. Westergard shared, too, that Amy Blossom, Ashland Branch Manager and President of the Southern Oregon Library Federation, will be facilitating the annual meeting in Bandon. Since the head of the Edge Initiative will be there, Ms. Westergard said she'll be going to Bandon as well, and will report back to the Technology Committee.

Next, Ms. Westergard mentioned recent communications between RCC and JCLS about emergency protocols and evacuation procedures and have a tentative meeting planned for either October 16 or 29 to clarify the process. Regarding the JCLS Work Plan Quarterly Statistics under the *Ongoing Projects* heading of her report, Ms. Westergard explained that because not all of the data is available on this particular program, it will be provided next month. What has been included is intended to give Board members a preview of what to expect. Under the *Meetings with Community Partners/Leaders* heading, Ms. Westergard highlighted her meeting with Tiffanie Lambert, Director of School Improvement for Jackson County School District 9 (Eagle Point School District "D9"), and cross-referenced that with the *New Projects* section of her report, and D9's one-to-one technology, stating that the work JCLS is doing with D9 relates to part of the work plan that JCLS is under; specifically, Plan Goal #6 and how it is linked to the Edge Initiative.

Director Doty complimented Ms. Westergard's write-up on the outcomes, while Vice President Swift pointed out how nicely done the Volunteer Newsletter is and expressed amazement at some of the volunteers' length of service.

5.2 *Financial Report, Jill Turner*

Director Turner reported that once the District receives the assessed valuation in mid-October, we will know what the expected tax levy is and how it compares with the revenue projection. She then explained that expenditures have been a little less than projected, citing one reason why that might be the case. Director Turner noted, too, that the District spent about \$450,000 last month, while the average month is around \$600,000. This leaves a balance of around \$1.2 million at the end of September. Assuming the District spends \$600,000 this month, Director Turner concluded that the District will have more than enough cash flow to cover expenses between now and the November tax distribution.

6. Grants

There were no grant reports or requests.

7. Unfinished Business

7.1 *Small Equipment Purchases, Jill Turner and Monica Weyhe*

As President Weyhe explained, this item refers to the \$50,000 budget for Minor Equipment. At a prior Board meeting, the Library Director was asked to create and prioritize a list for the Board to review quarterly. Thus far, a mailing machine and new photocopier for Ashland have been purchased. Last month, an order was put through for eight new book trucks for Medford. It was determined that, had Medford created their priority list, new book trucks would have topped the list. Between the book trucks, postage machine and new photocopier for Ashland, about one-quarter of the \$50,000 minor equipment budget has been spent.

Continuing, President Weyhe suggested that since this minor equipment line item was included in the FY15-16 approved budget, and since the Board previously directed Ms. Westergard to work with her staff on prioritizing these purchases, the recommendation that she and Director Turner are making to the Board is that the Library Director need not come back to the Board for more authority, in advance, as long as the purchases are within the \$50,000 budget. This will allow the JCLS business office to order necessary equipment in a timely manner, instead of waiting a month for the next Board meeting. Director Doty stated that she had no issue with that at all as long as what they spent the money on is included in the Library Director's Report. Vice President Swift agreed. No Board member opposed the recommendation, indicating a consensus had been reached.

8. New Business

8.1 *Motion Adopting a Meeting Room Policy*

JCLS Access Services Coordinator, Susan Bloom, along with Director Kiefer and President Weyhe, worked on the Meeting Room Policy that was included in the Board packet. JCLD Administrator, Lisa Marston, stated that SDAO (Special Districts Association of Oregon) had yet to comment on the draft policy, but that if there are edits, those could be brought back to the Board at a later date. President Weyhe concurred, suggesting the policy could be approved contingent on there not being any significant changes by SDAO.

Director Kiefer pointed out that, in the old Meeting Room Policy, there was a requirement that nonprofits using the rooms advertise that the event was open to everybody. Now, since rooms can be reserved online and will be posted in a public calendar of meetings that requirement has been removed. President Weyhe added that a room deposit will no longer be required, but there are still sanctions in the event of any damage. There is also a 6-month limit on reserving a room, as well as a clarification that "No Smoking" also includes "No E-Cigarettes" (or "inhalant delivery systems"). When Vice President Swift mentioned rental rates, Director Kiefer referred her to the rate schedule, which Director Turner said was adopted in June and is posted online.

Where the policy references alcohol, Director Turner noticed that it reads, "...and may require proof of insurance." She wondered if that should read, "...and shall require proof of insurance." She then informed the Board about an event insurance program offered to SDAO members called TULIP, a website offering meeting room users limited event coverage for a fee. Ms. Marston suggested that JCLS's online meeting room reservation system include a TULIP link. After some discussion, and input from counsel, there was a consensus to amend this language in the policy from "may require" to "shall require."

Vice President Swift said she assumed that the language about approval being subject to compliance with any laws and regulations of the State of Oregon includes the OLCC-approved bartender requirement. Director Doty observed that as long as the people who are enforcing the policy understand the pieces, the language should suffice. Director Kiefer agreed, noting that JCLS will also have a corresponding procedural manual. **MOTION:** Director Turner moved to approve the Meeting Room Policy, as amended, pending approval by SDAO. Director Kiefer seconded the motion. President Weyhe asked for further discussion. There was none. The motion passed unanimously by voice vote.

8.2 *Motion Approving Change in Hours of Operation on December 24 and 31, 2015*

President Weyhe referred to the written explanation in the Board packet, emphasizing that there will be no reduction in hours. The hours change will allow the libraries to be closed by 5:00 p.m.

on Christmas Eve and New Years' Eve. Director Turner wondered why the Board was being asked to approve this. President Weyhe said it's because the Board sets the library's hours of operation. **MOTION:** Director Turner moved to approve the requested change in hours of operation on December 24 and 31, 2015. Director Doty seconded the motion. President Weyhe asked for discussion. There was none. The motion carried unanimously by voice vote.

9. Board Member Reports

9.1 *Highlights of the ALA Conference*

Write-ups from President Weyhe and Director Kiefer were included in the Board packet. President Weyhe offered to share a workbook used at the ALA Conference titled, "Libraries Transforming Communities," which Director Doty asked to read first. Next, President Weyhe described the benefits of the District's new Trustee Board Membership in the ALA's *United for Libraries*, which among other things includes the following: a members-only newsletter, a video series called "Short Takes for Trustees"; a Trustee Academy; a Trustee Handbook; and a Trustee Board listserv.

9.2 *CIPA & ERATE Committee*

Referring to the committee report in the Board packet, President Weyhe reported that the Internet Safety Policy will likely be ready for the December meeting. Director Turner asked if that needed to be noticed as a public hearing. President Weyhe said yes, while clarifying that the public hearing could be held as part of the Board's public meeting and can be advertised the same way as a regular Board meeting. Mr. Bartholomew said that was fine, as long as the opportunity for public comment is listed on the agenda. Director Turner suggested that it's a big enough issue to warrant additional advertising, especially since the District is not on TV, nor is it publishing display ads like a number of other governments do. President Weyhe reiterated that all of the guidelines and requirements would be met.

9.3 *Governmental Affairs Committee*

Director Doty asked the District's administrator to speak first on this item. Ms. Marston reported on meetings that Director Doty and she attended with Jackson County staff, including Rick Isner and Kellie Owens from Facilities Maintenance; and Steve Lambert and Brien Dallas from Roads and Parks. Ms. Marston's report included a description of ongoing landscaping issues at the Prospect branch and steps being taken to improve the level of service. Director Doty reported next, describing what she learned about the County's approach to landscape design and how it relates to the environment surrounding each branch. She said the County has been very helpful in clarifying matters concerning the outdoor areas around the buildings. Also discovered was a water issue at the Shady Cove branch that's causing frequent sprinkler failures. Director Doty cautioned that the District might be looking at a capital expenditure in the near future to address the problem. President Weyhe suggested a low-water or no-water use garden might be an option. Lastly, Director Doty related recent conversations with two of the District's Budget Committee members, Pat Ashley and George Prokop, who have expressed to her an interest in being involved with the Governmental Affairs Committee

9.4 *LSSI Committee*

President Weyhe reported working with LSSI staff this past month on a customer complaint and complimented LSSI on their handling of the situation.

9.5 *Policy Committee*

Director Kiefer explained that she and Susan Bloom have been prioritizing the policies. She anticipates that an “Animals in the Library” policy will be brought to the Board next month.

9.6 *Strategic Planning Steering Committee*

Ms. Westergard wrote the report submitted by the committee for the Board packet. Vice President Swift praised Carrie Prechtel for her efforts in keeping the committee organized. In response to a question from President Weyhe about how the committee would like other Board members to be involved in the community meetings, Ms. Westergard stated that everyone is welcome to participate as citizens and patrons. She then explained how each community workshop experience will follow the same script that her staff was being trained on next door. Vice President Swift agreed that the community workshops will be fairly structured and opined about which meetings Board members might find most worthwhile to attend. Director Doty reported that the first of five Blue Ribbon Committee meetings is scheduled for October 19, 2015, and will be followed by four meetings in 2016, on February 15, 22; March 14; and April 11. Director Kiefer asked how the community meetings are being advertised. Ms. Westergard referred her to the communications schedule in the committee’s report, i.e. print, broadcast, and digital venues. After commenting on the limited access to advertising in rural areas, Director Kiefer offered to post notices in Prospect on the community’s bulletin boards. Vice President Swift suggested using the Friends organizations to help library staff with those postings. Director Turner suggested piggybacking on the school districts’ communications to involve parents of elementary school children. Ms. Westergard agreed with these suggestions and thanked everyone for their help.

9.7 *Technology Committee*

President Weyhe referenced the committee’s report in the Board packet. Director Turner spoke about the committee’s strategy to target the low-hanging fruit this year, since the big issues regarding RFID, whether we’re in the cloud, or what our services should be will be partially shaped by what the strategic plan is; in other words, if the strategic plan says the libraries need to have iPads for everyone, then that’s where the emphasis will go; if the plan says we need more efficient library services, then we’ll put the effort into RFID; but we won’t be doing anything major until then. President Weyhe added that staff has been asked to identify and prioritize the low-hanging fruit, using the Edge Initiative’s toolkit as a guide. She then asked for the Board’s approval of the Technology Committee’s work plan so equipment can be purchased by JCLS within budget limits without coming back to the Board for approval, similar to the expenditure process decided on earlier for the \$50,000 minor equipment budget. It is also understood that any changes would be brought back to the Board along with a list of what was purchased. **MOTION:** Agreeing with the request for Board approval of the Technology Committee’s plan, Director Doty so moved. Vice President Swift seconded the motion. President Weyhe asked for discussion. There was none. The motion passed unanimously by voice vote.

9.8 *Individual Board Reports*

Vice President Swift reported on the Risk Management Workshop that she, Lisa Marston and Laura Kimberly attended this week. Based on the size of the library organization, JCLS is required to have safety meetings at least quarterly, which is an OSHA requirement. In addition, the library volunteers count as employees. Vice President Swift stated that this is something that Ms. Kimberly is going to look into, particularly for the Medford Library; although there should be a discussion about how to include the other branches. She also spoke about Safe Personnel training, which is available online through SDAO and qualifies the District for discounts on its insurance.

Director Doty suggested that the Ashland branch have its own safety committee. President Weyhe stressed, too, that the safety committee should comprise library staff, not Board members. Vice President Swift agreed, stating that SDAO was very clear about that. She agreed, too, that it would be up to LSSI to decide how to implement the safety committee. In response, Cindy Delanty said that a senior HR generalist in Riverside happens to be LSSI's risk management person, and suggested that he would be happy to help put that together because he is helping do that for any organization large enough.

Director Kiefer spoke briefly about recent correspondence with a patron concerning compatibility issues between her Kindle Fire and the library's new hoopla technology.

Director Turner encouraged participation in the Ashland Friends' annual fundraiser, a silent auction with hundreds of items, which starts the first of November and lasts two weeks.

President Weyhe reminded Board members to submit their mileage reimbursement requests quarterly.

Vice President Swift announced that Medford Friends will be holding an appreciation event for bookshop volunteers.

10. Resources

A link to the "Oregon Community Foundation Public Library Assessment" was included in the Board packet. A number of Board members had completed the survey used in the assessment.

11. Future Meetings/Events

Four Board members will be attending the PLD Fundraising Workshop in Tigard on October 24, 2015. The next regular Board meeting is scheduled for November 12, 2015.

12. Adjourn

President Weyhe adjourned the meeting at 10:56 a.m.

/s/ Lisa Marston
Recording Secretary

Approved – November 12, 2015