

MINUTES FOR THE  
JACKSON COUNTY LIBRARY DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 10, 2015

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Regular Board Meeting was opened by President Monica Weyhe on Thursday, December 10, 2015, at 9:34 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  
Susan Bloom, Access Services Coordinator, JCLS  
Ron Sharp, Information Technology Manager, JCLS  
Marian Barker, Youth Services Manager, JCLS  
Shelley Austin, Executive Director, Jackson County Library Foundation (JCLF)

2. Introductions and Proclamations

There were no introductions or proclamations.

3. Consent Agenda

3.1 *Motion approving the minutes of the Library District Board Regular Meeting of November 12, 2015.*

President Weyhe read the Consent Agenda. **MOTION:** Director Carol Doty moved to approve item 3.1. Vice President Maureen Swift seconded the motion. The motion was passed unanimously by voice vote.

4. Oral Requests and Communications From Audience

No one wished to address the Board on a non-agenda item.

5. Public Hearing to Receive Comments on Proposed Changes to 6.4.1 Internet Access Policy to Include the Children's Internet Protection Act (CIPA Requirements)

President Monica Weyhe explained that today's public hearing is required for the Library District to receive funding under the federal e-Rate program. As listed in the Notice of Public Hearing, the subject of the hearing is a policy that would revise and replace the Library's current Internet Access Policy. The new policy would be named the Internet Use and Safety Policy to comply with federal CIPA requirements.

President Weyhe formally opened the public hearing at 9:37 a.m. and invited comment. Hearing no comments, she closed the public hearing at 9:38 a.m. and asked for discussion. Director Doty stated that, while she isn't an expert in these matters, she thought it looked really well done. Director Susan Kiefer, who worked on the policy with staff, added that the new policy is based heavily on policies from other libraries around the country that have been deemed CIPA-compliant. The Library District's Legal Counsel Mark Bartholomew stated that he had reviewed and approved the policy as well.

Next, President Weyhe distributed to the Board some talking points that Library Director Tammy Westergard and IT Manager Ron Sharp had prepared. Under the proposed policy, President Weyhe continued, the library will be able to have two levels of filtering instead of just the one that we have now. This, she added, is probably the biggest difference between the old and new policies. Library Director Tammy Westergard concurred. Director Jill Turner said that when she read it, she felt like she didn't have all the information she needed to make a decision. What she wanted to know, first, is what's changing; what is the staff going to be doing differently under the new policy? Secondly, what has changed in the policy in terms of what was in place before? President Weyhe suggested we review the talking points which were created to answer those questions, and Director Kiefer suggested that Ron Sharp and Susan Bloom answer Director Turner's questions since they are most familiar with what the changes are. Essentially, as Mr. Sharp explained it, the library is simply changing the method by which they are implementing the filtering by making it age based. That's the main change. Before, everything was filtered at one level. Now we're able to use our Integrated Library System (ILS) and the time management system (PC Reservation) to manage the filtering based on age. That's what CIPA requires; namely, that anyone under the age of 17 receives a higher level of filtering with more categories than an adult patron.

The second change, Mr. Sharp continued, is to the age requirement. Previously, the policy stated that anyone over 18 was an adult; now the policy reads "anyone under the age of 17" to meet the CIPA requirement. Director Turner asked if the filtering was automatic. Mr. Sharp said yes, explaining that the PC Reservation system automatically filters a patron under the age of 17 at the higher level because that information is associated with their library card, i.e., every library card has an age identifier. Anyone over the age of 17 is given an option to choose a filtered or unfiltered session. Director Turner surmised that if a patron under the age of 17 uses a parent's library card, they could wind up seeing materials they aren't supposed to. In response, Susan Bloom pointed out that the library has a policy that restricts people from signing on using someone else's card. It might be after the fact that the situation is discovered, but that is part of the policy. Vice President Maureen Swift hoped that it would be obvious that an adult's library card doesn't belong to the child, but you never know. When Director Turner concluded that the new policy is not materially different from what we're doing today, Mr. Sharp said he didn't think so.

President Weyhe asked if there were any more questions for Mr. Sharp or Ms. Bloom. Hearing none, she moved to the next item on the agenda.

6. Resolution

6.1 *Resolution 2015-11 Adopting Internet Use and Safety Policy*

**MOTION:** Director Doty moved to approve Resolution 2015-11 adopting the CIPA-compliant policy brought before the Board today. Director Kiefer seconded the motion. President Weyhe asked for further discussion. Hearing none, she called for a vote. The motion was passed unanimously by voice vote.

Director Doty thanked staff for their effort. Library Director Westergard recognized the work of Ron Sharp, Susan Bloom, and their team members in bringing this forward, as well as the other members of the CIPA Committee, Monica Weyhe, Susan Kiefer and Lisa Marston.

7. Library Services and Financial Reports

7.1 *Library Director Report, Tammy Westergard*

Referring to the "ongoing projects" section of her report, Ms. Westergard explained why she included the article on the Edge Initiative as additional reading material; namely, it's a piece that will keep fresh in the Board's minds the objectives of the Edge Initiative and affirm our reference points as we discuss the progress of the Library's Edge scores moving forward, especially with regard to the hardware and software pieces, as well as from a community program and staff

training perspective; and, it's published by the International City County Management Association (ICMA), which is the premier association for city, town and county managers. She spoke about the ICMA's mission, noting the significance of the ICMA publishing an article on the Edge Initiative, the same tool we're using to make sure that we're doing the very best things regarding our technology decisions. Ms. Westergard highly recommended the ICMA as an ongoing resource for the District in all domains of library service management.

Next, Ms. Westergard spoke about the November 12, 2015 Innovative Education Summit that was facilitated by the Dean of School Improvement for the Medford School District 549C, Michelle Zandell, and where personalized learning and education's relevance were key topics. Ms. Westergard also shared that Medford School District Superintendent, Dr. Brian Shumate, attended one of the Library's strategic planning focus group sessions on Monday, thus highlighting the crosswalk between the Library's new initiatives and other initiatives throughout the County. Hearing no further questions, Ms. Westergard concluded her Library Director Report.

7.2 *Financial Report, Jill Turner, Lisa Marston*

Referring to the financial report on pages 28, 29 and 30 of the Board packet, Director Turner drew the Board members' attention to the year-to-date column, pointing out that only 12% of revenues are yet to be collected. After remarking that most people pay their property taxes in November, she reported that around \$7.9 million in tax revenue has been received thus far, leaving a remaining balance of only \$832,000, although she expects that number will be closer to \$875,000 by the end of the year.

President Weyhe asked if we expected to collect all of the donations, i.e., Hulburt, Friends, Foundation, and the various trusts. Director Turner said that the Hulburt donation generally comes in January or February, in its entirety. The District's Administrator Lisa Marston stated that the Friends and Foundation revenues will start showing up on the report once the invoices submitted to those groups have been paid. Director Turner reminded everyone that most of the Oregon Community Foundation money reflected in the budget is the Applegate donation, which we've asked to postpone for a year, so that's about \$12,000 that won't come in; but then that expenditure won't occur either. The general public donations are an unknown, she added, but the budget is based on what's been received, on average, in the past. Director Doty shared that Don Denman, who has managed the Hulburt funds, recently passed away, and she offered to write a sympathy note to the family on behalf of the District.

Continuing her report, Director Turner pointed out on page 30 the \$2,859,000 in the year-to-date expenditures column. That number reflects that we're spending about \$575,000 per month, on average, which is right where we projected we would be at this particular point. Next, she brought up an accounting glitch that needs to be fixed. While we're supposed to be reporting on cash, she explained, it's showing only the accrued expenditures. So, if something was paid in October, it's not showing up in the current month column on the November report; but it is reflected in the year-to-date amount. Some of the utilities don't show up either since we're paying them for the month after. In short, she stated, the current month column isn't accurate at this point, but she and Vicki Robinson are in the process of making corrections to the report.

Director Doty observed that we've spent more than what was budgeted for equipment repair. Ms. Marston explained that under LSSI's contract with the County, LSSI was responsible for paying the equipment repair and maintenance invoices; however, under the District's contract with LSSI, the District is responsible for paying those expenditures, something that wasn't known at budget time. Based on information provided by LSSI, the equipment repair and maintenance costs are

estimated to be around \$14,000 this year. After noticing that only 15% remains in the Telecom – Internet Services line item with 60% remaining in the year, President Weyhe asked if we think we’re going to go over. Ms. Marston replied that it is possible, explaining that since the transition to Hunter didn’t happen until October, the District had to pay invoices from CenturyLink for Internet and Networking services under the County’s previous contract. Those invoices were for the full amount and don’t reflect any of the e-rate discounts. Now that Hunter is invoicing for the Internet and networking services, the e-rate discounts are being applied to the monthly bills so those expenditures should be less for the balance of the year. Nevertheless, she added, the telecom numbers will likely be off this year due to that delay and the overlap in billing. Director Doty suggested that the postage budget might need to be increased in the future. Ms. Marston agreed, considering the District’s mailing needs. Lastly, Director Turner pointed out that the District is held to the total materials and services budget, so we needn’t worry as much about the individual line items, but we will keep an eye on these, she said, adding that as the District gets more history, the budgeting process will likely get easier and more accurate.

8. *New Business*

8.1 *IGA with City of Ashland for Use of Ashland Library Levy Funds*

Ms. Marston passed out a one-page intergovernmental agreement between the Library District and the City of Ashland that will provide for the transfer of monies that remain in the City’s library levy fund to be used for purposes consistent with the library levy. Director Doty suggested changing “and” to “and/or” in the list of how the funds will be used. Mr. Bartholomew, who had reviewed and approved the IGA previously, agreed with the suggestion. **MOTION:** Director Turner moved to approve the IGA as edited. Director Kiefer seconded the motion. President Weyhe asked for further discussion. Hearing none, she called for a vote. The motion was passed unanimously by voice vote.

8.2 *Exception to Library Fine Policy for D9 School District Only*

President Weyhe started off by explaining that, after consultation with the library director and legal counsel, she decided it was appropriate for this item to be brought to the Board now even though it wasn’t on the agenda. Ms. Westergard then passed around a memo that explained the item, which she described as a pressing matter and one that she hoped the Board would be able to consider today. In short, the Board is being asked to approve an exception to the library’s fine policy by authorizing library staff to issue an electronic resources only card (eCard) to the D9 school district students regardless of their current library fine status. She is asking because school by school, D9 is planning to deploy Jackson County Library Services’ apps, such as Hoopla and Overdrive, on their student iPads. By allowing students to obtain, at a minimum, eCard library privileges, D9 school district students can use the library resources uninterrupted in conjunction with school assignments. So this exception will support library staff in our outcome efforts in the current work plan to align with and expand technology device and software exposure with what students experience in their school setting; and to train students to effectively access materials and programs from the public library in the digital environment.

President Weyhe asked Ms. Westergard to speak next to the other reason for the urgency. Ms. Westergard explained that this came up outside of agenda planning because Tiffany Lambert, who is the Dean of School Improvement for the D9 District, participated in one of the Library’s strategic planning focus group sessions this Tuesday. Ms. Lambert shared with the group that the next day, Wednesday, December 9<sup>th</sup>, she would be presenting to her Board the fact that they were pushing the public library apps out school by school with their deadline being the beginning of January 2016. Ms. Westergard then explained that Eric Molinsky, who does the Library2Go training and Charlene Prinsen, the librarian at Eagle Point, have already been connecting with

teachers and parents and we've had kids come into the library and their JCLS apps aren't working and it's because they have fines. Ms. Westergard shared that she paid some of these fines so the kids could use the apps because staff doesn't have the authority to waive the fines. When kids have an assignment, they need these resources to stay on pace with their classmates. Otherwise, they get behind in the school work and the next thing you know it's a bigger problem. This is why she felt it was urgent enough to get permission to bring it before the Board. Plus, as President Weyhe added, the D9-JCLS partnership will be discussed at a D9 Board meeting before the Library District Board meets again, so it would be helpful to have a resolution on this issue.

While she understood the urgency with D9, Director Turner asked whether we had to limit it to D9; shouldn't it be that way for every kid? Ms. Westergard replied that D9 is the only school district with one-to-one technology and the Library is trying to contain it within this particular cohort because it aligns with so many of the steps that we already have in process. Plus, if the Board authorizes a limited launch, library staff will have an opportunity to test how we actually do all of this and can come back to the Board with data the Board can use to consider fines in a larger context. President Weyhe concurred that the intent is for D9 to be the beta for this.

Ms. Westergard then shared about her experience at the D9 School District Board meeting she attended last night. Along with listening to Tiffany Lambert's presentation, she wanted to let them know that this Board would be considering this request today in order to be a partner and so forth. When she told them that they'd be asking for forgiveness of all student fines so they could get an eCard and use the public library apps, there was applause in the audience. She also described a presentation by the student member on the D9 Board as an incredible illustration of how digitally literate their students are becoming in this journey and how exciting it is that we are able to provide them the library in an app just like that. Director Doty praised Ms. Westergard for her communication and outreach with not only D9, but also the Medford School District. It's phenomenal what she's done in just a few months in terms of collaboration and communication which, as far as she can tell, is unprecedented. Ms. Westergard appreciated the kudos but attributed these successes to the team. She then spoke about staff's involvement and enthusiasm behind the scenes, which has led to this level of partnership. She also declined the Board's offer of reimbursement, saying that she's just excited that they've been able to keep the kinks out of the hose, kid by kid, and we're now moving forward in this way.

**MOTION:** Director Kiefer moved that the Board authorize the Library Director to have the ability to grant waivers on kids' fines in order to smooth the use of technology in the schools. Director Doty seconded the motion. President Weyhe asked for further discussion. Susan Bloom shared how happy the staff will be to hear about this action because one of the things that they struggle with is when a child comes for a class visit and the fines on their library card prohibit them from moving forward. This is going to have a huge impact on the staff in terms of being able to help in these situations. Director Kiefer hoped the Board would be looking at fines soon, in a broader way, adding that we could in theory look at applying the D9 solution to help kids throughout the County, as Director Turner suggested earlier. Hearing no further comments or discussion, President Weyhe called for a voice vote and the motion was passed unanimously.

**MOTION:** Director Turner moved to approve the eCard for D9 per the memo submitted to the Board today. Director Doty seconded the motion. President Weyhe asked for discussion. Hearing none, she called for a voice vote and the motion was passed unanimously. Director Turner said that she is hopeful that as soon as the bumps are figured out in D9 that this policy can be applied to other school districts. President Weyhe observed that in light of the Board's sentiment, we

should put this item on the agenda as soon as possible. Ms. Westergard suggested waiting for the next quarterly statistical report, which should present data on how this is working.

9. Board Member Reports

9.1 CIPA & ERATE Committee

The committee spent the last month drafting the Internet Use and Security Policy and preparing for today's public hearing.

9.2 Correspondence Committee

No correspondence was received this month.

9.3 Governmental Affairs Committee

Director Doty reported that she is almost done reviewing and outlining the construction notebooks. The Governmental Affairs Committee will have its first meeting on March 21, 2016, at 8:30 a.m. at RVCOG. After Director Kiefer shared her concerns about parking at the Prospect Library, Director Doty offered to look up the agreement in the notebook to see if it mentions anything concerning use of the parking lot. Director Kiefer shared, too, that she is planning to have coffee soon with the gentleman who is supposed to be doing the landscape services at the Prospect library. President Weyhe suggested that Board members forward any questions or concerns regarding the buildings to Director Doty, who said that kind of input would be helpful, while clarifying that the purpose of the committee's first meeting on March 21<sup>st</sup> is primarily to look at capital needs in preparation for the budget process.

9.4 LSSI Committee

President Weyhe reported on the agreement that the Library District signed with Rogue Community College (RCC) to provide the Polaris ILS. As part of that, RCC has 15 Polaris seats, for which they paid the District approximately \$20,000. The District, in turn, has to pay this amount to LSSI. One concern about the agreement is that the District is agreeing to provide services that they really can't provide because the seats are provided by LSSI through their agreement with Polaris. Secondly, the agreement with RCC mentions Unique Management Services (UMS), a service that doesn't apply to colleges and textbooks, etc. The proposed solution is to terminate the agreement between the District and RCC at the end of this fiscal year. President Weyhe reported that when she spoke with RCC's Jodie Fulton, she understood the reasons and asked that we submit something in writing to RCC outlining them. This will ensure that the right parties are contracting, so we won't need this agreement in the future; plus, by doing this now, we're giving RCC the maximum notice before they need to procure new ILS services. Addressing a question from Director Kiefer, President Weyhe stated that LSSI is willing to contract with RCC directly and assured her that this doesn't impact our relations with RCC.

**MOTION:** Director Turner moved to authorize President Weyhe on behalf of the Board to write a letter terminating our contract with RCC for Polaris ILS services. Director Kiefer seconded the motion. President Weyhe asked for discussion. Hearing none, she called for a vote. The motion was passed unanimously by voice vote.

9.5 Policy Committee

As Director Kiefer reported, the Internet Use and Security Policy was the focus this past month. Additional policies will be brought to the Board in January. When the fines policy was brought up, Susan Bloom said that circumstances might push that policy up the priority list.

9.6 Strategic Planning Steering Committee

Referencing the committee report in the Board packet, Ms. Westergard conveyed that the committee is nearing completion of the face-to-face community conversations. Another focus group session is slated for 3:00 p.m. on January 4, 2016, with Danny Jordan and the Economic Development Advisory Committee. A focus group session with staff is also scheduled that day. Continuing, Ms. Westergard recognized Carrie Prechtel for her efforts in making sure that the focus groups were successful, detailing her efforts in ensuring a great turnout and a positive experience for participants. Next, Ms. Westergard distributed a draft demonstration format of how they're synthesizing the findings and sending them out. She also spoke about the Blue Ribbon Committee's involvement, including their latest action item, which will give them an opportunity to start synthesizing what the different stakeholder groups are saying. This same action item will be sent to Board and Budget Committee members as well. Now that we've gathered the input, the big task is to take this in and make sense of it all. As Ms. Westergard explained it, they intend to roll out the stakeholder groups branch by branch in alphabetical order. There will be action items associated with every single branch because we want to check for understanding with each community group. It's important that the decision makers and recommenders understand each group.

At the close of the discussion, Vice President Swift noted that it was next to impossible to find two tables with the wheels that were level and asked where we were on getting the new tables for the large meeting room. Ms. Westergard said she would look at that in terms of the priority list.

9.7 *Technology Committee*

President Weyhe reported that the next scheduled meeting is January 7, 2016. The plan to purchase the low-hanging fruit as previously discussed and agreed to was put on hold so staff could focus on the CIPA/E-rate process.

9.8 *Individual Board Reports*

Director Kiefer reported that the Jackson County Library Foundation has rescheduled its retreat with Margot Helphand for January 31, 2016. They'll also be meeting shortly with a potential new Board member. The press release from the Foundation regarding the donation to JCLF that will benefit the Central Point Library was included in the Board packet.

Vice President Swift, who had visited several libraries recently, praised the imagination and creativity of the librarians' seasonal decorations and how these places are humming with activities. She shared that from 4:00-6:00 p.m. on January 2<sup>nd</sup> they are having a Fairy Tale Ball for children and teens at the Medford Library.

President Weyhe reported that the candidate we had for the minute-taker position took a job with the City. Director Kiefer said she brought someone with her today who will let her know later if she's interested in taking minutes for us. President Weyhe reported that RVCOG approached her about the workload; essentially there is more work than one person can do. They think we need more assistance. The proposal is to hire a lower-level, full-time position with benefits that would work half time for the Library District and half time for RVCOG. Some of the work that could be covered by this position includes attending these meetings and taking and transcribing minutes with a higher level review by the administrator and Board president; some of the day-to-day facilities-related work; coding of invoices that would be reviewed and signed off at a higher level; copying of the construction notes; and filing. The position could also provide backup and allow the administrator to perform higher level work. Essentially, the work has ended up being more involved than originally anticipated. President Weyhe stated that she has asked RVCOG to cost this out and that she and Ms. Marston are working with them to develop a job description for the

Library District's half of the position. She anticipates bringing this item to the Board in January for discussion and/or approval. Director Doty said she would love to approve this and would love to have something ahead of time. President Weyhe added that, it's very unusual for a huge Library District like this with 15 different locations to only have half-time support; she thinks full time is easily justifiable.

Next, President Weyhe distributed to Board members a procedure sheet for submitting reimbursement requests. In our Board Governance Policy, in the reimbursement section, it reads, "Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties based on current federal rates." As a result of the Tigard trip, which four Board members went to, and ongoing reimbursement requests, she said that she and Director Turner agreed that we needed to write up some procedures to ensure consistency and transparency. She asked Board members to review the procedures and let her know if they have any questions.

10. Board Training  
The projector needed for the "Short Takes for Trustees" video was being used by the Eagle Point Library.
11. Future Meetings/Events  
President Weyhe reviewed the various associations' 2016 annual conferences, suggesting that the ALA and OLA meetings might offer the best training for trustees. She asked Board members to consider what meeting(s) they might want to attend; in the meantime, we'll start a list with dates, locations, costs, and other pertinent details.
12. Adjourn  
President Weyhe adjourned the meeting at 11:08 a.m.

/s/ Lisa Marston  
Recording Secretary

*Approved – January 14, 2016*