

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe, Mark Bartholomew (Legal Counsel)

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:32 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift welcomed attendees and, in honor of the upcoming National Friends of Libraries week, proceeded to read the Jackson County Library District's statement proclaiming October 16–22, 2016 to be Friends of Libraries Week in Jackson County, Oregon. On behalf of the Board and the entire library system, she thanked our local Friends groups for the amazing support they provide to each of our 15 branches.

Swift then asked Robert Mumby to speak on behalf of Carol Levi and the Presidents' Forum. Mumby thanked the Board and described the Friends group as people who love books, who want to use the libraries to help educate their communities, and who look forward to continuing to work with the District and others for the betterment our public libraries.

CONSENT AGENDA

To allow more reading time, Swift moved the minutes of the September 8, 2016 to November's agenda.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

No public comments.

PRESENTATION AND REPORTS

Dr. Cathy Kemper-Pelle, President, Rogue Community College

Swift welcomed Dr. Cathy Kemper-Pelle, President, RCC; Robert Felthousen, Library Department Chair, RCC; and Teresa Rivenes, Dean of Instruction, School of Workforce & College Prep, RCC. After introducing herself to the Board, Kemper-Pelle spoke about the projects to be funded by the recent bond measure. At the Redwood Campus in Grants Pass, they will begin a utilities infrastructure project to bring the water system up to speed. This, she said, should take about a year. Upon completion, they will then either rehabilitate the science and nursing buildings or potentially build new spaces on the campus. At the Table Rock Campus in White City, a former manufacturing building next door to the campus was purchased with the intent of creating an Advanced Technology Center. The Center will house the welding and advanced manufacturing programs, and perhaps another program yet to be determined. Doty asked about the timeline of the building in White City; Kemper-Pelle stated that it would be 12 to 18 months. She then thanked the Board for their time and welcomed future opportunities to partner with the District.

LIBRARY DIRECTOR REPORT

Dana Braccia, JCLD Interim Library Director, reported that great feedback has been received on the new Library Cards. She also stated that staff have been preparing for the all-staff day on October 28, 2016, the theme of which is "We All Wear Many Hats." One of the day's activities will include creating hats for staff.

Next, Braccia reported that security expert Nick Thompson will be spending Friday, October 14, with the library's safety committee. Mr. Thompson is a retired Police Officer who continues to work with many communities, including the Deschutes Public Library. Braccia then brought the Board up to speed on a situation involving a staff member. She stated that the authorities are aware of the situation and anyone who is contacted by this person needs to report this to Laura Kimberly, Medford Branch Librarian. In closing, Braccia briefed the Board on today's activities related to the Library Director recruitment, which started with a staff meet-and-greet, followed by a tour of the Medford Library. After lunch, the candidates will be meeting with the Board.

FINANCIAL REPORT

Turner announced that JCLD is waiting for property taxes arrive in November and confirmed that the audit will begin next week.

NEW BUSINESS

SDIS Oregon Ethics Law Best Practices Checklist

Swift read through the Oregon Ethics Law Best Practices Checklist so the Board could complete the checklist as a group. With regard to the Board's annual ethics training, Bartholomew offered to conduct a training that he has presented in the past to new city councilors.

Doty moved to approve Board President Maureen Swift to sign the Oregon Ethics Law Best Practices Checklist on behalf of JCLD. Weyhe seconded the motion. The motion passed unanimously.

Oregon Ethics Law Policy

Doty moved to approve the JCLD Oregon Ethics Law Policy as presented in the Board packet. Weyhe seconded the motion. The motion was passed unanimously.

OLD BUSINESS

Motion Approving Application for Comic Con Trademarks

Doty moved to approve the application for Comic Con trademarks. Weyhe seconded the motion. The motion was passed unanimously.

Library Services Performance Review and Quality Assessment

Nothing was added to the report provided on page 56 of the Board Packet.

Library Signage

Lisa Marston, the District's executive administrator, had included in the packet three exterior sign design options from Wisdom Signs for the Board to review. She then briefly explained the procurement process, noting that since the signs will be affixed to the buildings, the County will oversee the project. The Board agreed that the signs should include both the District's logo and the branch name and that the signs could be made larger, if necessary. Since there wasn't a consensus on the placement of the logo and branch name, Marston offered to request additional mockups from Wisdom Signs and send those to the Board, as well as to Amy Blossom and Laura Kimberly, for review and input.

Shady Cove Friends' Request to do Landscaping/Irrigation

Doty informed the Board that she had spoken with Paula Trudeau, President of the Friends of the Shady Cove Library, who indicated that she would be willing to make another drawing of the proposed landscaping. Doty also asked the Board for permission to speak with Ryan DeSautel, the new

Superintendent for Jackson County Facility Maintenance, to see if there is something the County can do to assist in improving the landscape at all the libraries.

COMMITTEE AND BOARD MEMBER REPORTS

LS&S Committee

Swift referred Board members to the document on page 62 of the board packet. Turner asked about the positions the Board had previously identified and asked LS&S for assistance with. Swift explained that it had been determined to hold off on that request until after Ruth Metz presented her official report to the Board, but since they are positions that are known to be needed, it was necessary to get this information out to the Board for consideration. Turner said that she was fine with waiting to take action on this list; however, she is disappointed that these new positions identified through the Strategic Plan had been discussed and worked on while the previous requests have gone unanswered.

Doty took issue with item C on the LS&S Committee Report stating that it was her belief that the Board had put an end to the committee discussing anything with the corporate LS&S leaders. Weyhe responded that the committee was proceeding as directed by the Board and that all information they obtained was being passed to the Board.

Kiefer added that she was concerned to hear about hours changing at the libraries but had yet to see anything in writing, citing the importance of community input and taking into consideration school hours as well.

As the Board was discussing several issues, Swift placed a hold on the conversation, emphasizing that the purpose of the report was informational. While she agreed that further discussion on it was necessary, it was not scheduled for this Board Meeting and reminded the Board of the importance of remaining on topic. Swift added that it was her belief that December was the original goal for looking into the library hours.

Individual Board Member Reports

Turner announced that on October 18, 2016, author Natalie Diaz would be speaking in Ashland. She also shared that the annual silent auction hosted by the Friends of the Ashland Public Library is being held this year from October 22 to November 1, 2016.

Doty reported that the Governmental Affairs Committee had met and that George Prokop was taking the lead in developing appropriate guidelines and policies for a Capital Improvement Plan. Doty then requested that the Board wait until December for Prokop to present to the Board.

Kiefer announced that the Jackson County Library Foundation was about a week away from posting the Executive Director position.

ADJOURN

Swift adjourned the JCLD Regular Board Meeting at 11:33 a.m.

/s/ Donovan Edwards

Recorder

Approved – November 10, 2016