

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING
MARCH 10, 2016

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Regular Board Meeting was opened by President Monica Weyhe on Thursday, March 10, 2016, at 9:30 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:

Present:

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

Also Present:

Adrian Snyder, US Bank
Lisa Marston, Executive Administrator, JCLD
Cindy Delanty, Regional Director, Library Systems & Services, Inc. (LSSI)
Tammy Westergard, Library Director, Jackson County Library Services (JCLS)
Susan Bloom, Access Services Coordinator, JCLS
Amy Blossom, Ashland Branch Manager, JCLS
Marian Barker, Youth Services Manager, JCLS
Nancy Peterson, Outreach Coordinator, JCLS
Donovan Edwards, Office Specialist, JCLD

2. Introductions and Proclamations

Library Director Tammy Westergard introduced Cindy Delanty, Regional Director of LSSI who will be working with the JCLD for the next week.

3. Consent Agenda

President Weyhe read the Consent Agenda, which included the minutes of the February 11, 2016 Board Regular Meeting; the minutes of the February 18, 2016 Board Special Meeting/Executive Session; and the minutes of the February 22, 2016 Board Study Session. **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. Library Services and Financial Reports

5.1 Hulburt Bequest Presentation - Adrian Snyder, US Bank, on behalf of the Hulburt Trust

Mr. Snyder began by reminding the Board of the passing of Don Denman who was a good friend, trusted advisor and family attorney of the Hulburt family, who established this trust to benefit the Jackson County Library. Until this year, Mr. Denman personally delivered to the check to the Library; moving forward, Mr. Snyder will have this responsibility. This year, Mr. Snyder was able to present a check in the amount of \$135,000 to the JCLD, for which Board members and staff expressed their deepest appreciation.

5.2 *Library Director Report, Tammy Westergard*

Library Director Westergard observed first that the funds received from the Hulburt Trust would be a boost to Marian Barker and Nancy Peterson's work with the outreach programs and Youth Services. She then highlighted the classroom visits in February that 82 students were able to enjoy, expressing how pleased she is about the Library's ability to work with the schools for the benefit of the students.

Referencing the completed projects portion of the Library Director's Report, Ms. Westergard asked Access Services Coordinator Susan Bloom to brief the Board on the new Pay Online function. Ms. Bloom reported that the Pay Online function began on February 21st and so far there has been approximately \$890.00 paid online, which consisted of collections, damaged items, fines, overdue fees and even an online registration. Executive Administrator Lisa Marston voiced her enthusiasm with the ability to break down the charges so that they can be tracked. Ms. Bloom reported that there had been some issues regarding the payment icon within the program not being visible to everyone visiting the site, but assured the Board that it was being worked on. Ms. Bloom announced, too, that the E-Card registration is now live on the website and is in the testing phase. The team will decide what the barcode structure will consist of to ensure all E-Card holders will be able to access E-Books and Hoopla programs.

Next, Ms. Westergard asked Amy Blossom to address the Board members on both the Book Club in a Bag program and the Winter Reads program. Ms. Blossom announced that several groups had already taken advantage of the Book Club in a Bag program, which kicked off on March 7, 2016. A majority of the bags are paid for through the Friends of the Ashland and Medford Libraries and there are a lot of books that have been received through donations. She explained that groups that are interested in checking out a bag can log in to the website through the Kit Keeper program (this site is a secondary program navigated to via the main website) to find out which titles would be available by date. The bags consist of ten books which can be checked out for up to six weeks. Some of them contain large print additions and/or audio versions along with questions about the book that club members are able to use during their meetings. So far there are 68 titles to choose from and another 30 ready to go with a plan for more to be created as donations continue to come in. She also announced that she had sent out a press release and that Vicki Aldus who works for the *Mail Tribune* responded to the release by providing an interview. Vice President Swift spoke on her experience with the bags being provided and said that her club really enjoyed this option, including the questions provided. She also said that the libraries had been compiling the books with the goal of this program being developed and was very pleased that it had finally come to fruition. This new option was discussed amongst the Board members in a very positive manner and some were able to share their experiences and thoughts on the program. Ms. Blossom also said that she had been contacted by retirement homes and other places, as interest in this program was expanding.

Continuing, Ms. Blossom shared that the Jackson County Reads program is celebrating "Experience Shakespeare." The overall goal is to educate all who participate how much of their lives have actually been influenced by Shakespeare. There are individuals that will come in to the library to speak on Shakespeare as well throughout the event.

Library patrons have expressed enthusiasm for the Winter Reads rewards that have been given out to patrons who complete all necessary requirements. They are small rewards but very much appreciated by those who receive them. She also noted that the library tracks which books are checked out so that the website can provide a list of popular titles to patrons; this data is also utilized to develop new programs.

Vice President Swift posed a question in regards to high value books and whether or not the District had any within their inventory. Ms. Blossom explained that the Ashland Library does have a locked case for special books and added that there isn't anything currently stored there that is of any significant monetary

value; however, there are historical records of Southern Oregon that do require protection for historical purposes.

5.3 Financial Report and SDAO Claim History Report – Jill Turner, Lisa Marston

Referencing the financial report in the Board packet, Director Jill Turner highlighted first that the District had collected all but 7% overall for revenue for the year, with total revenue expected to exceed the amount originally anticipated. As for the expenditure portion of the report, she announced that all programs under this were at 61% which includes the Capital Outlay, Contingency and Ending Fund Balance lines of the report. At this point nothing has been spent from the Contingency Fund, but 95% of the Capital Outlay Fund has been used to purchase the capital items budgeted for this year. She also observed that the Library is below what would be expected at this point in the year in regards to Library Materials and Services.

Director Doty questioned the clarity of the numbers, citing the Oregon Community Foundation line under the revenue portion of the report as an example. She said that, while many of the Board Members were experienced with reading numerical information contained in reports, she and maybe others who read over them are not as experienced, and she wondered if there was another way of defining whether or not the numbers were negative or positive. Ms. Turner responded that there was an ongoing discussion as to whether the percentage within the Budget Balance column should reflect what portion of the year remained or what percentage had been completed. Another question Director Doty had was in regards to the audit. Director Turner explained that, for this cycle, the JCLD Auditor is dependent upon Jackson County's audit being completed first. She also stated that, in the future, these audits should be completed a little earlier, citing the end of the previous calendar year as the goal.

Director Susan Kiefer asked whether the nearly \$410,000 remaining in the Library Materials budget was on track to be spent and she voiced her concerns that the amount of money being shown might be difficult to allocate within the allotted time. Ms. Bloom responded by informing the Board that she did believe the Library was on track to spend the full amount. There was discussion among the Board members regarding expenditures that had not come in yet and items that would be purchased later on within the fiscal year; and, if those items were taken into account, the funds currently displayed would be considerably lower. Director Kiefer reiterated the importance of ensuring that the funds were utilized, which the other Board members agreed with.

President Weyhe, in moving forward, asked if there were any additional announcements in regards to the Financial Report and Director Turner did refer to page 22 in the Board Packet which contained the JCLD liability information from Special Districts Insurance Services (SDIS). She explained that the typical goal is to be under a 60% Loss Ratio; currently, JCLD's Loss Ratio is only at 4.24%. The percentage is based on an average of the previous three years, so next year's premiums will be based on 2013 through 2015 accumulated experience.

Vice President Swift reported that there had been some complaints regarding too much lighting at the Applegate Library and that she had responded to the complainant that in the past it was possible that the county had chosen this form of lighting as a response to reduce potential criminal activity, but that the District would take the concern under advisement and look at what could be done to reduce lighting and also reduce the environmental footprint of all of the branches. That sparked an in depth discussion regarding the possibility of pushing for more energy efficient lighting at all locations in an effort to become "greener".

6. Old Business

6.1 Amendment to IGA with RCC re: cost allocation for security services – Lisa Marston

President Weyhe began by informing the Board that the amendment involved changing to a prorated formula based on “square footage used,” then turned the subject over to Lisa Marston. Referencing the documents submitted in the packet, Ms. Marston stated that her goal was to outline the issue clearly so that the Board could use the information to make an informed decision. Ms. Marston said that the RCC staff did like the idea especially with how security had come to be with the previous agreement. She explained that due to hours being cut back that the county outside of the lease had asked for RCC to help pay for the security services. There was much discussion on this from all Board Members with Ms. Marston highlighting that this agreement clarified responsibilities and opened up the possibility of this same plan being utilized in other areas of partnership with RCC.

President Weyhe asked if there was a motion for approval. **MOTION:** Director Carol Doty moved to approve the Amendment to Joint Operating Agreement with RCC revising the cost allocation formula for security services at the Medford Library. Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote.

6.2 Patron Conduct Policy – Susan Bloom

Ms. Bloom reported that work is continuing with gathering all possible policies and that each policy suggested is discussed, with a practical application of each of those policies used with employees at the libraries, even noting that policies could be influenced seasonally. By putting these policies to practical application she feels that they are able to determine whether or not a policy on a particular action or activity is warranted. Ms. Bloom also added that she believed that the Patron Conduct Policy should be completed by midsummer 2016. Director Doty suggested that a work session for the Patron Conduct Policy might be an option to assist in moving it forward and provide more ideas to be included within the policy, and the Board agreed.

President Weyhe spoke at length regarding safety and security of both library employees and patrons and that a meeting with SDIS educated her and other attendees about the importance of a Safety Committee and confirmed that even under the JCLD’s current contractual obligations it is the employer's responsibility to ensure the safety and security of its employees. President Weyhe then asked Director Turner if she had anything to add to which she explained that under Oregon State Law it is a requirement for employers to have a Safety Committee. Lisa Marston also added that there are very particular rules regarding the committees and what was expected of them.

7. New Business

7.1 Resolution 2016-2 Authorizing Additional Cardholders on JCLD’s MasterCard – Lisa Marston

Lisa Marston stated that the resolution was to assign additional cardholders for the JCLD’s MasterCard account. President Weyhe agreed, after a recent experience at an event that several Board members traveled to, it was more practical for at least two members to have credit cards funded through the JCLD to pay for hotel services and transportation needs rather than use personal credit cards and be reimbursed. Ms. Marston also informed the Board Members that the language of Resolution 2016-2 had been modified from what was provided within the Board packet to include the limitations on the monetary amount shared among the three cardholders, as required by the bank.

President Weyhe asked the Board if all were in agreement and ready to move forward with the resolution as amended. **MOTION:** Director Jill Turner moved to approve Resolution 2016-2. Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote.

7.2 *MOU with City of Rogue River for City's Continuity of Operations Plan – Lisa Marston*

The MOU creates an agreement between the District and the City of Rogue River where, in the event of an emergency, the Rogue River Library will become the center point for residents to turn to for safe haven and the City's operational headquarters, if necessary. President Weyhe stated that she believed that while the libraries were under county jurisdiction that all libraries shared this assignment, but added that the City of Rogue River had specifically asked for this, which is in line with the type of civic responsibility and contributions that libraries provide. Ms. Marston informed the Board that this was brought to her attention recently by Rogue River City Manager Mark Reagles, who was attending a Public Managers meeting at the Council of Governments. Ms. Marston suggested he contact the County as well, since they own the building. Both the County and the District received similar MOU's, both of which were drafted by the City.

MOTION: Director Carol Doty moved to approve the MOU. Vice President Maureen Swift seconded the motion. President Monica Weyhe asked for a voice vote and the motion was passed unanimously.

7.3 *RVTD's Proposed Ballot Measure – Carol Doty*

Director Doty reported that she had received a request from Al Densmore to add this to the Board's agenda and that he was supposed to have sent something to her, but she had not seen anything on it yet.

At this time President Weyhe called for a short recess at 10:24 a.m. At 10:29 a.m., President Weyhe called the Board back into session.

8. *Board Member Reports*

8.1 *CIPA & ERATE Committee*

The Committee did not meet; however, documents for E-Rate were submitted and Lisa Marston added that the bid for the WIFI had been put out. President Weyhe finished by informing the Board that things were moving along with all deadlines being met.

8.2 *Correspondence Committee – Susan Kiefer*

No correspondence was received this month.

8.3 *Governmental Affairs Committee – Carol Doty*

Director Doty reiterated that Lisa Marston and she would be meeting with county maintenance on the 11th of March. Ms. Doty also announced that the Governmental Affairs Committee would be meeting on the 21st of March to begin discussing facility-related budget items.

8.4 *LSSI Committee*

Nothing to report at this time.

8.5 *Policy Committee – Susan Kiefer*

Director Kiefer said that the Policy Committee is working on the Patron Conduct Policy.

8.6 *Strategic Planning Steering Committee*

President Weyhe referred to the report provided in the Board packet beginning on page 30. Director Doty reported that the last Steering Committee meeting held in Ashland was very productive and a lot of things had been accomplished. Library Director Westergard reported that she has been able to personally familiarize all Board Members with the data and Director Kiefer is the last one who will need to meet with her. Vice President Swift added that she found the demographics study very fascinating as it enlightened her to see how few households have children and that the focus on early education is actually only pointed toward a much smaller portion of the county than she realized. Also mentioned was how

many students have transferred to charter schools. It was also pointed out that this region is a cash economy as opposed to a credit economy and how difficult it is to track statistics accurately when bank cards are not the main source of payments. Ms. Westergard finished by advising the Board to continue to utilize the demographics reports in an effort to maximize local interests and to widen the Districts focus on who would benefit from the various programs being offered.

8.7 *Technology Committee*

The Committee plans to meet after viewing the various technologies at the PLA Conference.

8.8 *Individual Board Reports*

Vice President Swift announced that there have been a couple of articles in the press, one of them in reference to the wonderful support that had been received by the reference portion of the library. Also in an interesting article on Senior Living, the Outreach program from Jackson County was specifically mentioned.

9. *Resources / Board Training*

In regards to the Ethics Training video that the Board Members had been assigned to watch, Vice President Swift posed the question of whether or not a Board Member could legally voice their personal view or opinion to anyone, including a member of the press, following a vote that was not unanimously agreed upon. Mark Bartholomew, JCLD's Legal Counsel responded by informing the Board that it was not illegal; however, President Weyhe stated that this was covered under Board Policy and that it had been deemed that once a vote had been taken it was the responsibility of all Board Members to be unified on the decision regardless of whether they personally agreed with the decision or not. This created a brief discussion but it was firmly reiterated following any vote that the Board Members are unified on the issue regardless of personal opinion. Ms. Doty also stressed how important adhering to the policy was, and how all votes are achieved by first ensuring all Board Members have ample opportunity to voice their opinion on the matter and the Board has heard those opinions, taken them into account and made the decision as a group. If there is an item that becomes an issue of contention or is found to require more time to discuss, study sessions are available.

10. *Future Meetings/Events*

President Weyhe explained that, since the District now has a credit card, reservations could be made for Board Members attending the OLA Conference in Bend.

11. *Executive Session*

MOTION: Director Jill Turner moved to approve the Board convening an Executive Session and Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote. The Executive Session began at 10:48 a.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

When the Board returned to open session, President Weyhe reiterated that no decisions can be or were made during the Executive Session and adjourned the Board meeting at 1:01 p.m.

/s/ Donovan Edwards

Recording Secretary

Approved – April 14, 2016