

MINUTES FOR THE
JACKSON COUNTY LIBRARY DISTRICT
REGULAR BOARD MEETING
APRIL 14, 2016

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Regular Board Meeting was opened by President Monica Weyhe on Thursday, April 14, 2016, at 9:33 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:

Carolyn Ryder, Isler Medford
Vicki Robinson, RVCOG Accountant
Lisa Marston, Executive Administrator, JCLD
Tammy Westergard, Library Director, Jackson County Library Services (JCLS)
Susan Bloom, Access Services Coordinator, JCLS
Amy Blossom, Ashland Branch Manager, JCLS
Donovan Edwards, Office Specialist, JCLD

2. Introductions and Proclamations

President Monica Weyhe chose to have introductions done as the topics came up according to the agenda.

3. Consent Agenda

President Weyhe read the Consent Agenda, which included the minutes of the March 10, 2016 Board Regular Meeting; the March 14, 2016 Board Study Session; and the March 31, 2016 Board Executive Session. **MOTION:** Director Susan Kiefer 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. Auditor's Report to the Board (FY 2014-2015)

5.1 Auditor's Report to the Board (FY 2014-2015) presented by Carolyn Ryder, Isler Medford

President Weyhe introduced Carolyn Ryder, Isler Medford and Vickie Robinson, RVCOG Accountant and then gave the floor to Carolyn Ryder to brief the Board. Carolyn Ryder began by thanking the Board for the opportunity to speak and briefly described the experience of working on the audit for the Board as interesting and fun speaking on the dynamics of the new organization and working within the first year of the organizations inception.

Ms. Ryder began her brief with the Independent Auditor's Report (page 16) highlighting the "Opinions" paragraph as the most important section of the document. Within the Opinions section she stated that the audit findings were that the financial statements were presented fairly in all material respects providing for a "clean report". She informed the Board that because JCLD is a governmental agency that the audit needs to be signed by a municipal auditor which Ms. Ryder confirmed to the Board that she is. Due to the document length of the audit Ms. Ryder suggested that the Board at least read over the Management's Discussion and Analysis (page 20) which provides a brief description of the District and basic financial

statements. She noted that there is currently \$2.8 million within the Unrestricted Funds and an additional \$178,000 within the Permanent Restricted Funds. Moving forward she referred to the Statements of Activities (page 26) which is a layout of the expenditures along with Charges for Services and Operating Grants and Contributions which combined with the Net Revenue or other revenue provides the Net Position matching the same figure provided on the Management's Discussion and Analysis (page 22). Governmental Funds statements (page 27), Ms. Ryder explained that this provides a little more detail than normal but is typically something you would see in an audit that a "For profit" entity would see. Ms. Ryder then spoke about the Notes to Financial Statements (beginning on page 31) explaining that this reiterates the District, how it was formed, the operations, how the financial statements are presented including definitions within the financial statements and cash/equivalents. Continuing on Ms. Ryder referred the Board to the Schedule of Property Tax Collections and Outstanding Balances pointing out that the Levy amount and adjustments were included. Moving forward to the Independent Auditor's Report Required by Oregon State Regulations (page 42) which is a compliance report now required by the Secretary of State, items that are looked at are secured depositories, insurance and bonding, investment of public funds and awarding public contracts. After looking at these items it was again found that nothing was amiss. After Ms. Ryder had completed her briefing she then opened for questions. Director Jill Turner in reference to the last paragraph of page 12 in the board packet asked whether it was appropriate to post the figures online, Ms. Ryder explained that it was fine for JCLD to post this information online however that particular statement that Director Turner was referring to was actually separate from the actual audit and was merely a managers letter that was provided by Ms. Ryder.

Director Carol Doty suggested that it would be a good idea to accept the audit. President Weyhe asked for a motion from the Board.

MOTION: Director Carol Doty moved to approve the Auditor's Report (FY 2014-2015). Vice President Maureen Swift seconded the motion. The motion was passed unanimously by voice vote.

5.2 Library Director Report, Tammy Westergard

Library Director Westergard stated that her report this month was brief however wanted to highlight a few things including that this is National Volunteer Week pointing out how much work Jessica Arenas had put into this as the Volunteer Coordinator and had done a great job with getting the volunteer story out. She also said that it was great to see in the newsletter the profile on Vice President Swift. Ms. Westergard informed the Board that she was able to attend the Medford Friends Annual Meeting this last week and was pleased to hear from Keynote Speaker Michelle Zundel about how the Medford School District and library system are working together and the future is very bright. She was also very excited about Vice President Swift addressing the group she focused on celebrating success as a method of moving forward. Ms. Westergard also attended the President's Forum in White City where Shakespeare has been the main topic of conversation and Ms. Westergard thanked Amy Blossom for her hard work in getting the grant to make this possible.

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

Director Jill Turner began by explaining that the Financial Report (beginning on page 55) had been formatted a little differently and now reflects the majority of income received as opposed to what is still expected to come in, highlighting the 96% of income received for the year. Another change to the report is on page 57 where a subtotal for materials and services was added in as this is a budget legal category, Director Turner explained that you can under/over spend on line items but if you go over the numbers on the subtotal line then you need a transfer of appropriations from the contingency line item over to the subtotal line, anything over 10% spent above the subtotal however would require a meeting with the budget committee. All adjustments that needed to be made have been done. The numbers within the

Financial Report are the most accurate so far and all billings from the previous year have been sorted accordingly.

MOTION: Director Carol Doty moved to approve the Financial Report. Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote.

6. Old Business

6.1 IGA with RCC for Shared ILS – Lisa Marston

Lisa Marston began by explaining that basically the suggestion is that the Board needs to take action in an effort to rectify a situation with RCC in regards to the Polaris ILS Seats. It was originally perceived that RCC could easily obtain the seat via LSSI. However it has been found out that bidding is required under Oregon State Law and that RCC would not be able to get the seats they require if terminating with RCC came to fruition. This new letter is a rescinding order to the Board decision to terminate with RCC. President Monica Weyhe turned the Board's attention to the final paragraph of the letter from JCLD for Rescinding Request to Terminate IGA with RCC for Shared ILS. The original issue came up when LSSI questioned where the funding for RCC's 18 Polaris ILS Seats was coming from however it has been determined that RCC will continue to pay JCLD and in turn JCLD will may turn funds over to LSSI as RCC's payment (pending research).

MOTION: Director Carol Doty moved for the Board to rescind its earlier request to terminate the IGA with RCC for Shared ILS and in addition to the rescind order that the Board President be given authorization to write a letter to RCC explaining the rescission. Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote.

6.2 *Safety and Security (Continuing discussion) – Director Susan Kiefer and Access Services Coordinator Susan Bloom*

Director Kiefer informed the Board that staff is still working on it. Ms. Bloom reported that there wasn't anything to add.

7. New Business

7.1 *RVTD's Ballot Measure – Director Carol Doty and Tonia Moro Director, RVTD Board*

Director Doty began by explaining that the purpose of this was for the Board to have an opportunity to speak with Tonia Moro regarding the ballot measure 17-69. In order to do this Director Doty briefly explained that she wanted the Board to move to approve the Public Transportation Provides ACCESS resolution and after the approval then Mrs. Moro and herself would be open to questions or would be able to offer more explanatory remarks.

Tonia Moro, Director RVTD Board in referring to both the resolution and ballot measure 17-69 highlighted how important transportation to and from the libraries is extremely important for students and the unemployed workforce. In 2014 this was attempted however there was not enough "energy" behind the measure but this time around is much different and has much more energy backing it. They are asking for a 5 year investment from the community. There will be a new route to service the campus in White City near the Table Rock Campus for manufacturing/Allied Health. Headway will also be decreased as the transportation routes in many areas will be cut from 1 hour to every 30 minutes. President Weyhe asked if polling had been done and Mrs. Moro explained that the staff had been hesitant to poll customers, in 2014 the staff had done the polling and had found that many customers were favorable to the measure however it never amounted to anything so this time around a consulting firm has been hired to make contacts throughout the community which the district had been unable to do. There is much more support at the "grass roots" level and there isn't any organized opposition. Vice President Swift said that a lack of transportation has been an ongoing theme within the Strategic Plan that the Board has been dealing with.

Mrs. Swift asked if there was a route going out to Central Point and also asked if anything was being targeted as route to West Medford. Mrs. Moro answered that there is a route going to Central Point and that the next addition she believes would be targeting East Medford rather than West but she was not completely sure of the 10 year plan that RVTB does have on all routes that are going to be added or changed with the measure. She did mention though that “feeder” services or smaller vehicles (smaller bus’ and passenger vans) are also going to be added in making service much more accessible. Director Doty added that access is critical in terms of the support that she has heard and is the reason why she used the word in the resolution and had it capitalized. Adding transportation will be critical to JCLD’s growth in customer base and in adding access for students from the school district.

Lisa Marston asked what the expectations were of the Board, Ms. Moro responded that they were looking for approval from JCLD and potentially use JCLD in promotional or marketing items. In addition Ms. Moro asked if it would be possible to place correspondence/flyers in all the libraries. President Monica Weyhe agreed in the importance of this resolution and continuing the partnership with RVTB however the placing of marketing materials for RVTB within the library was more of a complicated matter. The libraries must be open to allowing all organizations no matter what the views or preferences are the opportunity to advertise their cause on the public bulletin board within the library. Amy Blossom added that the staff can exercise free expression and can go as far as wearing buttons to support the cause but couldn’t openly address the cause or show support in any active way but did agree that the library staff cannot handout materials. JCLD Attorney also concurred that staff cannot openly support any cause but in a public area of the library advertising can take place provided that the library staff was not involved with the exception of inappropriate material.

President Weyhe asked the Board if all were in agreement and ready to move forward with the resolution.

MOTION: Director Carol Doty moved to approve the resolution. Director Susan Kiefer seconded the motion. The motion was passed unanimously by voice vote.

7.2 RCC’S Bond Measure – Pat Ashley (Director, RCC Board)

Pat Ashley began by handing out a copy of the bond measure and briefly explaining to the Board that this bond would be asking for approximately \$.05 per \$1000 which RCC feels is a reasonable amount. As she handed out the paperwork for the bond measure she explained that since the Board had the paperwork in front of them that she felt it would be better for the Board to ask her questions directly rather than going over the whole thing. Vice President Swift stated that she wanted to hear more about what RCC’s plans are as far as construction was concerned. In Jackson County, the Table Rock Campus is the main focus, a second building has been purchased for use it as advanced manufacturing and welding for students. Bringing the building that RCC recently purchased up to code as far as earthquakes was very expensive thus requiring more assistance to complete the project. This project would potentially provide employers in those industries with ready to work employees requiring little to no additional training. The second part of the project there is for developing a training facility for Allied Health Care professionals. Currently RCC has a \$14.5 million grant from the Federal Government as a pilot program to bring in people with lesser economic stability for training. At this time RCC just does not have the room for this but the additional building and property will provide the opportunity for this. RCC is not currently asking for a resolution but is asking for support based on this information. RCC expects this to raise about \$20 million which they believe will be split between both Jackson and Josephine Counties in particular with Allied Health.

Director Doty added that Amy’s Kitchen is also currently building or looking to build in White City and that the White City area is looking at being developed rather quickly, and transportation is extremely important to that area.

MOTION: Director Jill Turner moved to approve the Board showing support for the RCC bond measure and to also encourage citizens to vote yes on the upcoming bond measure in May. Vice President Maureen Swift seconded the motion. President Monica Weyhe asked for a voice vote and the motion was passed unanimously.

RECESS: At 10:34 a break was called, the Board resumed at 10:46.

8. *Board Member Reports*

8.1 *CIPA & ERATE Committee*

President Weyhe began by commenting that the CIPA portion of this could probably be discontinued which Lisa Marston and the rest of the Board echoed. Lisa Marston reported that the RFP is out for the wireless access points which will speed up connectivity for all branches. The deadline for the E Rate program is the 15th, President Weyhe asked if the date for the selection board had been named but Lisa stated that she felt that Monday, 18 April would be best. Director Turner asked if this was something the Board would need to vote on? Lisa agreed, stating that the Board would vote in the event that an agreement is reached and there is intent to award the contract. Director Turner has the contact information for an IT Director who used to work with the school district.

8.2 *Correspondence Committee – Susan Kiefer*

No correspondence was received this month.

8.3 *Governmental Affairs Committee – Carol Doty*

Director Doty explained that Lisa Marston and her met with Tammy and asked that she solicit her staff about what capital improvements would be required at each facility. A list was provided and there was basically something for every library. Director Doty took that information along with a list comprised by facility maintenance crew on improvements they believe are needed. She also added that the list provided by the facility maintenance crews are created from annual inspections that are performed on all governmental buildings. This was list was what Director Doty provided to the Governmental Affairs Committee which also had suggestions for capital improvements as well. What has been created from this is basically a rough draft of JCLD's Governmental Affairs Policy. The list of upgrades and maintenance are categorized to allow for the budget committee to discuss which projects have higher priorities based on the needs recognized by all involved parties. One of the pieces that is still missing however is the historical improvements list which has the larger scheduled improvements that include repainting the interior and reroofing of buildings. The Budget Committee will be immediately affected due to the projects that are going to be prioritized and fall within the JCLD 2016/2017 Budget Plan. While that list wasn't immediately available to the Board, the committee has been forthcoming with when they feel major improvements would need to be scheduled. In one of the meetings that Ms. Doty had with the county she was informed that the county's goal is for JCLD to own the libraries outright by 2020. An additional meeting will also need to take place in the June timeframe as Ms. Doty pointed out that the land the Applegate Library sits on is for sale and the Governmental Affairs committee intends to begin work on Shady Cove, Applegate and Gold Hill. The committee wants to tackle these three properties first after getting thoughts from legal counsel.

At this point Director Kiefer offered that in regards to reroofing of the libraries that solar power was something that needed to be looked into, stating that solar power is becoming a more widely used energy source and even if the library wasn't going to switch over to solar power immediately that the Board need to at least ensure that whatever roofing solution was agreed upon that it be amendable with solar power. Director Doty immediately agreed with Director Kiefer stating that energy efficient improvements have already begun citing lightbulb replacements as an example when the county replaces the standard bulb with an LED instead and also updated the Board that the Applegate Library has completed its process of replacing all of the old inefficient light sources. This pleased Director Kiefer and Director Doty

commended Director Kiefer for her pointing out the roofing and solar power as energy efficient projects that need to be considered very soon.

Director Doty also noted that she was very pleased that the relationship between the county and JCLD has improved greatly over the last year and that it seems now that the county is very helpful and interested in the success of JCLD.

President Weyhe pointed out at how pleased she was to hear of the county's turning over the buildings to JCLD by 2020

Director Jill Turner issued an experienced warning as she explained that in her experience that when there is a roofing project for governmental buildings that a third party is brought in because of the technicalities of the project and it does normally become litigious meaning that court proceedings are typically required at the end of the roofing process. Director Turner continued with her experiences with the Ashland School District that typically the larger building projects like roofing are typically funded through bonds or levies and that those are for 15 to 20 years down the road. About 3 years prior to that bond measure expiring another bond is usually created to avoid lowering taxes upon the completion of one bond and prior to a new bond being implemented. This provides the tax payers with a consistent number that doesn't seem to look like an increase but rather just a continuation of what they are currently being taxed.

Lisa Marston added that a request from Shady Cove involving a new water treatment plant is in the works and she spoke with a representative of Highland Water who asked if the JCLD would be interested in partnering for this project. Lisa told them that they would but cost would be the largest concern. Highland Water will run the numbers to find out what it will cost. A Budget Committee member George Prokop asked if this would be something that others would benefit from and would that be something the District is compensated for? Ms. Marston let him know that that would definitely be something the Board needed to look at once the numbers had been run by Highland Water. Director Doty also added as far as the water was concerned, several library water lines are extended from city buildings or wells that are owned by others.

8.4 LSSI Committee

Vice President Maureen Swift reported that she and President Monica Weyhe had the opportunity to meet with LSSI President Paul Colangelo while they were in Denver at the PLA Conference and they had a brief conversation about what was going on. There is a request in to LSSI for information on the impact of the minimum wage increase for Oregon state and how that will affect salaries of the library staff members, Ms. Swift is hoping to have that information in plenty of time for budget planning purposes. Director Doty pointed out a couple of things within the LSSI contract one of which states clearly that the District is responsible for any additional funding to include minimum wage increase. President Weyhe agreed and Vice President Swift responded that the Board was already aware of this and that is why the information from LSSI has been requested.

8.5 Policy Committee – Susan Kiefer

Director Kiefer said that the Policy Committee is working on the Patron Conduct Policy. Director Kiefer asked the Board members for patience as staff has had many different things going on and has not had a lot of time to focus on the new policy. Lisa Marston reported that per Board Policy the focus is on "Ethics" and it needs to be conducted so that the District receives the Best Practices discount. Ms. Marston volunteered to assist Director Kiefer with drafting an Ethics Policy which Ms. Kiefer gladly accepted.

8.6 *Strategic Planning Steering Committee*

President Weyhe referred to Library Director Westergard and the report submitted within the packet. At the request of Director Carol Doty, an addendum was created for the April 11th Blue Ribbon Committee Meeting. For the record she stated that it is a clarification of the final revision from the Blue Ribbon Committee to the District mission, vision and values. It addresses some of the revisions that came from the goals and objectives discussions.

8.7 *Technology Committee*

The Technology Committee has not had a chance to meet; however, Director Jill Turner reported that now there is a need to so they can discuss print solutions which is a much needed upgrade.

8.8 *Individual Board Reports*

Nothing was discussed although Director Susan Kiefer did mention that PLA needs to be discussed to which President Weyhe agreed.

9. *Resources / Board Training*

President Weyhe did not assign the Board members training since they were receiving some at the PLA and OLA conferences.

10. *Future Meetings/Events*

Vice President Swift pointed out that the April 28th meeting does not start until 10:30 which needs to also be put out to the public so that they do not show up early. Library Director Westergard announced that the LSSI President Paul Colangelo would be at the meeting on April 28th.

11. *Executive Session*

The Board and its Attorney went into Executive Session Pursuant to 192.660(2)(f) to consider information or records that are exempt by law from public inspection. No votes or actions were taken, and the meeting was adjourned at 11:47 a.m.

/s/ Donovan Edwards
Recording Secretary

Approved – May 12, 2016