

MINUTES FOR THE  
JACKSON COUNTY LIBRARY DISTRICT  
REGULAR BOARD MEETING  
MAY 12, 2016

1. Call to Order/Roll Call

The Jackson County Library District (JCLD) Regular Board Meeting was opened by President Monica Weyhe on Thursday, May 12, 2016, at 11:33 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  
Jill Turner, Director

Carol Doty, Director  
Susan Kiefer, Director  
Mark Bartholomew, Counsel

Also Present:

Lisa Marston, Executive Administrator, JCLD  
Tammy Westergard, Library Director, JCLD  
Susan Bloom, Access Services Coordinator, JCLS  
Amy Blossom, Ashland Branch Manager, JCLS  
Laura Kimberly, Medford Branch Manager, JCLS  
Betsy Randolph, Administrative Assistant, JCLS

Marian Barker, Youth Services Manager, JCLS  
Nancy Peterson, Outreach Coordinator, JCLS  
Donovan Edwards, Office Specialist, JCLD  
Mary Patridge, Storytelling Guild  
Judy Gambée, Storytelling Guild  
Janice Cox, Storytelling Guild

2. Introductions and Proclamations

President Weyhe informed the Board that introductions would be made during Item 4 of the agenda.

3. Consent Agenda

President Weyhe read the Consent Agenda, which included the minutes of the April 11, 2016 Board/Budget Committee Study Session; April 14, 2016 Regular Board Meeting; April 28, 2016 Board Special Meeting / Executive Session; and April 28, 2016 Board Special Meeting to Adopt the 2016-2021 Strategic Plan. **MOTION:** Director Carol Doty moved to approve the consent calendar. Vice President Maureen Swift seconded the motion. The motion was passed unanimously by voice vote.

4. Oral Requests and Communications from Audience

President Weyhe invited the members of the Storytelling Guild to please come forward and make their presentation to the Board. After Judy Gambée, Mary Patridge, and Janice Cox introduced themselves, and distributed a handout concerning the proposed project, they explained how it would be a celebratory memorial for Pat Blair who, for the last 50 years, has provided the artwork for the annual Storytelling Guild celebration. Over the years this artwork has been used as the main piece that the Guild uses to promote the celebration through flyers, posters, pens, t-shirts and many other items. In an effort to raise money, they have decided that rather than selling the art work from the last 50 years and having it scattered throughout the valley, that they would prefer to have people sponsor the art work so that it can remain at its current location inside Pat Blair's Children's Corner in the Medford Children's Library. The art panels will be presented at the Rogue Gallery and Art Center on June 24, 2016 during the Children's Festival 50<sup>th</sup> Anniversary Reception.

**MOTION:** Director Susan Kiefer moved to approve the Storytelling Guild's project for the Pat Blair legacy gallery in the Children's Corner located in the Medford Children's Library. Director Carol Doty seconded the motion. The motion was passed unanimously by voice vote.

5. Library Services and Financial Reports

5.1 Library Director Report, Tammy Westergard

Library Director Westergard began by informing the Board that the Strategic Plan has now been placed under “completed items” to which the Board paused a moment to applaud the news. She also informed the Board that the Strategic Plan is located on the website, including the video with footage of the process of completing the plan. In addition, the Experience Shakespeare @ Your Library JCCC grant program has been completed. Ms. Westergard asked Laura Kimberly, Medford Librarian, to brief the Board on Comic Con which, as Ms. Kimberly reported, was a huge success. Over 10,000 people were reached and over 5,000 attended the event. There were lots of different events for all ages and lots of attendees interacted with the public very well. Security was a concern as the costumed attendees were not allowed to wear masks or have “weapons”; however, all participants understood safety was a paramount concern and no complaints were raised. Vice President Swift spoke about how successful the first couple years of this event has been and that it will take work to ensure that the library continues to control this event as it can get commercialized very quickly and not necessarily mirror what the library intended with the event in the first place. Vice President Swift also reminded the Board of just how important the event was for the community. In Medford a majority of celebrations and events are held predominantly on the other side of town, yet Comic Con is held in and around the library. As she put it, “we drove 5,000 people to downtown Medford on a sunny Saturday afternoon for something that most people think is just a bunch of kids doing comic books.” Director Jill Turner floated the idea that this type of event attracts a different demographic to the library especially with some of the younger age groups, those in their 20’s and early 30’s. Ms. Kimberly added at the end of her report that she believes they have created a niche that can be targeted throughout the year, especially through social media.

5.2 Quarterly Statistical Report – Tammy Westergard, Susan Bloom

Susan Bloom, Access Services Coordinator, briefed the Board and explained that, while circulation is relatively flat, the auto renewal system is working, although there are some patrons who still prefer to renew personally. Answering a question from the Board, Ms. Bloom spoke about some of the limitations they have in terms of capturing circulation data, while noting that Hoopla usage is still increasing.

5.3 Financial Report – Jill Turner, Lisa Marston

Director Jill Turner’s report was brief, as the numbers have just recently been reviewed, but did state that JCLD is on track, which is consistent with the Financial Report provided in the board packet.

6. Old Business

6.1 Safety and Security (continuing discussion) – Susan Kiefer, Susan Bloom

Nothing new was added.

7. New Business

7.1 Renewal of IGA with RVCOG for Administrative Services/Accounting Services

Executive Administrator Lisa Marston began by stating that this is on the agenda this month only to introduce the idea, not for the Board to make a decision. She further advised that, moving forward, if there is a significant contract for the Board’s consideration, it is best to have it on the agenda as new business when first introduced, but not take action on it until the following month. Ms. Marston also distributed a spreadsheet provided by RVCOG Finance Manager Cindy Shindell with a cost breakdown that explains how the contract amount and hourly loaded rates are being calculated by RVCOG so the District knows exactly what it is paying for.

8. Board Member Reports

8.1 Correspondence Committee

According to Director Kiefer, no correspondence was received this month.

8.2 *Governmental Affairs Committee*

Director Doty reported that they will start looking at the leases for the Shady Cove, Applegate and Gold Hill properties. She also reported that the Applegate land hasn't sold due to cost and she is hoping that JCLD can make contact with the owner prior to it being sold.

8.3 *LS&S Committee*

President Weyhe reported that there would be a special meeting on May 19, 2016 beginning at 9:30 am to discuss issues related to the Library Administration and Operations Agreement with LS&S.

8.4 *Policy Committee*

Director Kiefer stated that there was nothing new to add.

8.5 *Strategic Planning Steering Committee*

Library Director Tammy Westergard recommended a final meeting to reconcile the whole project.

8.6 *Technology Committee/E Rate Committee*

Lisa Marston reported that she and Director Turner participated in the evaluation of the three proposals received in response to the RFP. Director Turner and Ms. Marston both thanked Budget Committee member, George Prokop, who also served on the evaluation committee, for his assistance. The next step is to send out a Notice of Intent to Award and for JCLS IT Manager Ron Sharp to follow up with the winning proposer, Hunter Communications, to confirm that their proposed solution will meet the requirements. Once the contract is ready, it will be brought to the Board for its review and approval.

8.7 *Individual Board Reports*

Vice President Swift had attended the Presidents Forum and learned of the unfortunate passing of Friends of the Butte Falls Library President Judy Lozano who was a longtime supporter of the libraries. She acknowledged what a wonderful person she was and the huge contributions she made to the Butte Falls community. Vice President Swift stated that it was still early, but there has been speculation that a fund could be started in her honor. She also volunteered to write a letter of condolence on behalf of the Board to the family of Ms. Lozano.

9. *Resources / Board Training*

President Weyhe did not assign the Board members training.

10. *Future Meetings/Events*

President Monica Weyhe announced that June 9, 2016 is the date of the last Regular Board Meeting for this fiscal year. Director Jill Turner asked if a date would be set for the Board Planning Retreat. Vice President Swift stated that she would be following up on this and provide details to the Board at the June meeting.

10. *Adjournment*

President Weyhe adjourned the meeting at 12:44 p.m.

/s/ Donovan Edwards

Recording Secretary

*Approved – June 9, 2016*