

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Monica Weyhe, Jill Turner and Carol Doty.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:34 a.m.

WELCOME

Swift welcomed attendees. There were no updates to the agenda.

MINUTES

Doty moved to approve the minutes of the June 2, 2016 Board Special Session and June 9, 2016 Board Regular Meeting. Weyhe seconded. The motion carried unanimously.

PUBLIC COMMENTS

No public comments.

LIBRARY DIRECTOR REPORT

Interim Library Director, Dana Braccia, referenced her written report in the packet, and then asked Access Services Coordinator Susan Bloom to present the new library cards to the Board, which will be available in August. Bloom distributed a sheet showing the four designs available on the new cards. The new library card designs were well received by Board members, who thanked Bloom and her team for their efforts.

Weyhe brought up the issue of patrons with too many holds in the system being prevented from checking out items. Braccia said the Polaris system can report how many patrons are in this position. Bloom clarified that the maximum holds is 25, but you can check out up to 60 items. Staff said they would look into this to ensure the program continues to run smoothly.

Swift deferred discussion on the Marketable Skills Meaningful Credentials Project with D9 to the Board's afternoon work session. Doty offered to be the point of contact with the VA and Amy's Kitchen since she had already invested a lot of time into the D9 project. Weyhe suggested the Board determine the priorities for this project, which is part of the Strategic Plan, during the Board retreat.

Turner asked Braccia to provide more information in future reports about staffing changes and professional development. A brief discussion ensued regarding recent LS&S changes in organization and resource management at the national level and its impact on local IT staff. Replying to a question from Turner, Braccia stated that LS&S would be giving all JCLS employees, across the board, a 3% increase retroactive as of July 1, 2016, although this information was not yet public. When pressed further on the topic of wages, Braccia suggested the topic would be more appropriately addressed through the discussions the Board is currently having with Argosy. Braccia then reported that the recruitment for the new Library Director would begin in September, noting that LS&S has a new Recruiting Director who is engrained in the library community. Braccia assured the Board that, in the meantime, she was fully committed to the interim position. Board members asked that a scorecard be developed to assist in the selection process.

FINANCIAL REPORT

Turner stated that the report's yearend revenue numbers reflect the accuracy of the revenue estimate in the District's Fiscal Year 2015-2016 Budget. Moving forward, the financial reports will start reflecting revenues and expenditures for Fiscal Year 2016-2017. Executive Administrator Lisa Marston reported that the District recently processed over \$500,000 in accounts payable, which will be reflected in next month's report.

OLD BUSINESS

Patron Conduct Policy

Bloom clarified that the policy would be discussed with the Board at the August meeting and then placed on the September agenda for approval. Kiefer concurred. Marston added that the Special Districts Association of Oregon (SDAO) has offered to review the policy from a risk management perspective.

Open carry laws and concealed weapons permits were discussed at length, prompting questions concerning policy, enforcement and signage. District Legal Counsel Mark Bartholomew offered to provide information to the Board on this topic. Ashland Branch Manager Amy Blossom volunteered to contact Rogue Community College (RCC) about their policy on weapons in the library since they lease space in the Medford Library.

SDAO Crime Prevention through Environmental Design (CPTED) Tours in Ashland and Medford

Marston and Blossom reviewed their written reports for Medford and Ashland, respectively, which were included in the Board packet. For both branches, most of the suggestions from the risk management consultant focused on improving the lighting, installing security mirrors and security cameras in areas with limited visibility, and trimming overgrown trees and bushes to eliminate hiding places and discourage sleeping. Blossom reported that the police officer who attended the Ashland CPTED Tour had recommended Emotional Intelligence training for staff to help them recognize possible threats. Turner shared that SDAO has grants available for security improvements and will reimburse up to \$3,000 a year. Marston said the District would pursue one of these grants. She also explained that the security improvements suggested by SDAO, although not included in this year's budget, could still be sent through Jackson County Facility Maintenance as Mid-Year B7 Improvement Requests and paid for separately. Swift pointed out that installing a speed bump in the Medford Library's public parking lot would need to be approved by the City of Medford since the City owns the lot.

Break: Swift called for a five-minute break at 10:33 a.m. and reconvened the meeting at 10:38 a.m.

JCLS Performance Review and Quality Assessment Request for Proposals (RFP)

Swift deferred discussion on the RFP to the Board's afternoon work session. Marston confirmed that Board approval to issue the RFP was not required; however, any contract award would need the approval of the Board.

District Policies

Swift stated that this topic would also be discussed during the Board's retreat, in conjunction with the Strategic Plan.

NEW BUSINESS

Contract with Hunter Communications for Wireless Access Points (E-Rate Program)

Marston reiterated the objective of this procurement, which is to improve wireless access at all 15 library branches, and explained that since the E-Rate filing window closes later in July, today's request is for Board approval to sign the contract with Hunter. Turner questioned whether the Work Order included in the

packet could actually be considered a contract. Marston explained that a Work Order is another form of contract. Once signed, it is binding on both parties. Bartholomew concurred, explaining that this type of contract is advantageous to all parties since it lacks the fine print that tends to create issues later on. Turner noticed two extra zeros after a decimal point on page 2 and suggested their removal. Doty moved to approve signing the Hunter Communications Work Order as amended. Weyhe seconded. The motion carried unanimously.

Shady Cove Friends' Request for Landscaping/Irrigation

Swift referenced the letter from the Shady Cove Friends that was in the packet and summarized their request. Doty updated the Board on the water situation at Shady Cove and cautioned against making any decisions without involving Facility Maintenance. Weyhe suggested we clarify who would pay for ongoing maintenance. With so many questions unanswered, Swift recommended tabling the issue for now. Doty moved to table the request. Swift seconded. The motion carried unanimously. Kiefer offered to follow up with Paula Trudeau, who had sent the letter on behalf of the Friends.

District Organizational Items for 2016-2017

Weyhe moved to approve the District organizational Items for 2016-2017 as documented in the packet. Kiefer seconded. The motion carried unanimously.

Resolution 2016-05: To Authorize Checking Account, Designated Personnel and Signers

Turner moved to approve Resolution 2016-05 as documented in the packet. Doty seconded. The motion carried unanimously.

Motion to Confirm Board Meeting Day and Time for Fiscal Year 2016-2017

Weyhe moved to confirm the second Thursday of the month at 9:30 a.m. as the Board's official meeting day and time. Kiefer seconded. The motion carried unanimously.

Revision to IGA with RVCOG to Increase Administrator's Hours

Marston shared how, in June, President Weyhe had made a formal request on behalf of the District to RVCOG's Executive Director asking that she be allowed to work full time as the District's Executive Administrator. Marston informed the Board members that she was amenable to the request, but wanted to be sure that the full Board agreed with the idea before proffering an amended IGA for approval. She also explained that RVCOG would be hiring someone to fill the position she was previously slated for and that she would need time to train those who will be assuming the roles and responsibilities that she currently fulfills. While October 1, 2016 is the target date to move to full time, it may need to be pushed out depending on the needs of RVCOG. Kiefer moved to approve amending the District's IGA with RVCOG to increase the Administrator's hours to full time. Doty seconded the motion. The motion carried unanimously.

Updating the Notice of Designation of Special District Registered Agent

Swift explained that Tammy Westergard had filled this role previously and with her departure, a new form must be submitted to the Secretary of State's office. The SOS office suggested that the registered agent be an attorney, Board member or accountant. Based on this information, Swift suggested the Board designate Mark Bartholomew, as the District's legal counsel. Weyhe moved to appoint Mark Bartholomew, JCLD's attorney of record, as the District's registered agent. Doty seconded. The motion carried unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

In an effort to assist in speeding up the Board meetings, Swift announced that if Board members have something to report on during this portion of the agenda to forward that information to Lisa Marston so that it can be added to the Board packet and reviewed prior to the meeting.

Correspondence, Policy and Technology/E-Rate Committees

Nothing further to report.

LS&S Committee

Swift reported that she, Director Weyhe and Interim Library Director Braccia met via telephone with Don Charlton, managing director at Argosy, which has a controlling interest in LS&S. Several items were discussed, key of which was that JCLS's Safety Committee and policies would be reworked to adhere to Oregon statutes.

Individual Board Member Reports

Turner reported receiving an email from Senator Merkley's office inviting her to meet with one of their senior staffers to discuss legislative issues of interest to the District. Swift suggested inviting the Senator's staff member to a future District Board meeting.

Board Training / Resources / News & Media

Swift stated that she and Marston would be attending the SDAO Board of Directors and Management Staff Training in Medford on July 26, 2016. Swift also referenced the May 2016 Report to the OLA Library Development and Legislation Committee, and the June 26, 2016, *New York Times* article, "When you Dial 911 and Wall St Answers," both of which were included in the packet.

ADJOURN

Swift adjourned the meeting at 11:21 a.m.

/s/ Donovan Edwards

Recorder

Approved – August 11, 2016