

## 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 9:34 a.m.

### WELCOME

Swift welcomed attendees and informed all present that Susan Bloom would be sitting in for the Interim Library Director, then asked for special guest introductions. Mickey Coalwell, LS&S Regional Director serving Zone 3. Charlene Prinsen, Eagle Point Branch Manager. Vicki Bryden, Southern Oregon Historical Society.

### MINUTES

President Swift and Director Weyhe made a number of corrections to the minutes. Kiefer moved to approve minutes as amended for the August 11<sup>th</sup>, 2016 Regular Board Meeting. Weyhe seconded the motion. The motion carried unanimously.

### PUBLIC COMMENTS

No public comments.

### LIBRARY DIRECTOR REPORT

Susan Bloom, Access Services Coordinator, reported on behalf of Dana Braccia, JCLD Interim Library Director. Bloom reported that the Summer Reading program had been a tremendous success, citing Marian Barker's summary in the Board Packet that provided relevant numbers. She highlighted the Outreach to Childcare operated by Nancy Peterson and her team that reached out to 883 children who either read or listened to 23,830 books. Bloom stated the numbers reflect the connection being formed within the community and the second goal of the 2016–2021 JCLD Strategic Plan. Swift asked if there were numbers on adults attending the program and Bloom responded that she would get those. Swift also asked if the program had been broken down by branch, to which Bloom said she would get that information out soon.

The absence of a full printed schedule of all the different events provided to the communities and libraries was widely missed and will be brought back next year. An online tool, recently added to the website, would be an effective replacement.

Envisionware (the Library Document Scanning Station) is almost complete. The setup can be seen on the 2<sup>nd</sup> floor of the Medford Library between the Reference Desk and the RCC Desk.

Weyhe added her “kudos” to the Summer Reading Program; then referring to the Summer Reading Brief, she suggested that all business’ and organizations be listed by name rather than as a group stating that even a small donation is important and much appreciated. It is easy to say thank you, and should be done to keep organizational support.

Swift asked if the Learning Express Database at the Ashland Branch Library would be something that other branches would have. Bloom responded that is a goal, but resources have not been allocated yet. Bloom also mentioned that the Strategic Plan has been referenced within each bulleted item as requested. The Board expressed appreciation.

Doty asked if there was information available to compare this year's Summer Reading Program against the last couple years. Bloom stated that she didn't have the information, but would get figures together. She added that numbers don't necessarily describe everything and will find some anecdotes to share.

Bloom then reported that they were beginning to look into how to make the collection more accessible, which was a commitment made in the Strategic Plan, and to let people know of its availability. She reported that staff is looking at some newsletter options as the current contract will expire at the end of the year. Other options available are via vendors from the recently attended PLA Conference as well as others already known by JCLD. Bloom and Staff make recommendations to the Board, but she was letting the Board know the status of the project. Staff is also looking at vendors who can provide a mobile app for student iPad's to make the collection more manageable online. Weyhe asked if Polaris had this mobile app and Bloom answered this is what staff is working on.

Bloom reported that she has been named to the Public Library Division Board which meets every other month. That board will enhance her understanding of what other libraries within the State are offering for programs and policies.

Bloom reported that a library "floater" has been hired; she has come in and learned various library functions. She is a local success story. A new courier has also been hired along with the Assistant Librarian in Jacksonville. Recruitment for the Part Time Bi-lingual Library Associate position at the White City Branch and for the Library Director is in progress. Turner asked if a replacement for a recent loss had been found, and Bloom stated that they were looking to refine the needs of that position with a skill set that better fits the Strategic Plan. Turner also asked if this position would be filled soon. Bloom said she didn't have a date to provide but is hoping it will be filled soon. Turner then asked about the open part-time position in Ashland and Bloom responded that there was a 20-hour person on staff and there was a plan in the works to cover that need. Turner asked if there were any other vacancies and Bloom stated that she was not aware of any. Bloom then stated that she also needs to add the Marketing Director position to the list as well. Swift stated that Ms. Braccia had indicated that the Marketing Director position was being looked at to determine what skill sets were needed to properly fill the void. Turner expressed her concern that JCLS is short of professional staff, that position vacancies are forcing current employees to cover multiple positions, and she would like to see LS&S address these issues.

Bloom explained that she and Mr. Coalwell will take these questions and concerns back to Ms. Braccia. Doty stated her greatest concern is that the "needed staff" list has been worked on three times, and still the Board has yet to see it. This prevents the Board from formulating a letter of request to LS&S, as was discussed at the Board's July retreat.

Bloom discussed the Incident Reports included in the packet. Weyhe asked if the numbers were average or if there was an increase in the incidents over the last couple months. Bloom did not have that information but will provide it soon. It was suggested that an Incident Report be provided on a quarterly basis. Doty, in referring to the incident report, highlighted mental health issues as being a major concern, and that until mental health care workers are available, this problem will increase. The subject was discussed by all Board members, stating that this is a national issue. The issues have increased since the public health office moved into downtown Medford. A staff member stated that the Medford Police Department is working with Health and Human Services to have a designated social worker on the streets along the downtown corridor.

Finally, Bloom reported that Jessica Arenas, JCLD Volunteer Coordinator, has been working diligently to get JCLS certified so that JCLS can award the President's Volunteer Service Award in the future. As a recipient of the award Bloom described it as a great way to thank volunteers for the hours they donate to the libraries.

## **FINANCIAL REPORT**

Turner stated that there was nothing to report at this time. Weyhe pointed out errors with the percentage figures; Turner stated that it was likely a math error. She and Swift assured that errors will be corrected.

## **NEW BUSINESS**

### **Medford Comic Con 2017**

Swift reported that at a recent meeting it finally “clicked” that, with Comic Con coming up next year in April 2017 and with the expectation of attendance that doubles in size and in costume, she contacted the Medford Police Department to inform them. That contact made her more aware of the need for event planning. Swift, referencing information in the board packet, asked Laura Kimberly, Medford Branch Manager, to provide some basic items that JCLD will be responsible for before and during Comic Con 2017.

Kimberly began by reporting that Comic Con 2017 was scheduled for Saturday, April 29<sup>th</sup>, 2017 from 10am to 4pm. She continued that RCC wanted to take a bigger role in this year’s event and is opening their AGC building for access to classrooms and other venues to include Building “C” for various events associated with Comic Con such as the Costume Contest. Kimberly also has found that there is interest from organizations and companies that were previously involved but now want to take over the operation of certain events. She cited Art Supply’s interest in taking over the fan art to “take some heat” off JCLS staff members. The connection that Art Supply has to the art community is tremendous and can provide large distributor presenters.

Although not official there is hope that 9<sup>th</sup> Street can be closed to vehicle traffic, opening opportunity for vendor exhibits, outdoor presentations and cosplay events. RCC has already agreed to close down Bartlett Street so that food trucks could be placed there.

Kimberly then went over various items that have already been brought up but need to be taken care of: terms of conditions paperwork, assigning tasks to various groups and staff members. Kimberly also shared that OMSI, Rogue Hack Lab, and ScienceWorks have expressed interest in participating. Doty asked Kimberly and Swift about plans to separate vendors who were attending to make money versus the vendors that wanted to participate in the cause of Comic Con. Swift responded by saying that they have a Vendor Program in which vendors may apply to participate and sell their items but would be kept separate from the rest of the participants. The addition of the RCC spaces will permit maintenance of a family friendly atmosphere for the younger attendees, while the other RCC spaces can be used for more adult events.

Weyhe asked about the vendor program and if there was a cost associated. Swift answered that the vendors pay a fee for the space they utilize. Turner said that it was her observation that JCLS needs to have enough materials available for participants to continue coming back to the library after the event. Doty added that the materials should also be for all ages. Kimberly commented that they may need to order more materials to cover for the event and follow up patronage.

Swift then announced a few more items that need to be taken care of: the street closure will need to come to the Board. The Medford Library doesn’t legally exist; it’s the JCLD that needs to grant that permission and will need to come to the Board for a vote. Overtime for JCLS staff will no doubt be requested, volunteers will be needed in greater numbers, and then Swift said that she wants to have the Medford Comic Con trademarked. Mark Bartholomew, JCLD Attorney indicated this can be done, that other cities have done the same thing. With the amount of interest this event is gaining, Swift feels it is important for JCLD to take this action in order to maintain ownership of the event. Continuing on, she explained that she is waiting for RCC legal counsel to respond. RCC has partnered with JCLS every step of the way and wants to continue a partnership.

The name of the event was briefly brought up and Swift stated that the City needs to be named; this ComicCon is the only event of its kind between Portland, Oregon, and San Francisco, California. Turner added that both of those events charge \$100 to attend while the Medford Comic Con would remain a free event.

Swift also explained that Comic Con has many different purposes that intertwine with the Strategic Plan and it is important to keep it operating as JCLS envisions it. The career opportunities in the art world are increasing and there is interest from various groups who would like to come in and teach those who are interested.

Many events are included within Comic Con along with events outside of Comic Con. Kimberly stated that about two weeks prior to Comic Con there would be a costumed running event which Southern Oregon Runners is going to head. JCLS staff participation will likely be needed. Kimberly will propose a run for the faster participants to dress up in Pokemon outfits and that younger participants can try and catch them to get prizes.

The discussion progressed to funding with all the additional participants, events and sponsors. Kiefer stated that there was carryover from the previous year that had not been spent. Swift announced that a proposal would be drafted and that Kimberly should be the POC for that. Turner advised a lot more security will be needed for this event and proposed considering a private security agency might be an option. She said that the biggest problem is typically not having enough volunteers, and while not discounting volunteers, a professional group would take a large weight off of the staff. Kimberly immediately agreed.

### **Support for Rogue Valley Heritage District**

Vicki Bryden, who was presenting on behalf of the Rogue Valley Heritage District initiative, began by explaining that the Heritage District was a small part of a larger picture for which they are responsible. She handed out a brochure which included an updated list of all the organizations that are involved. She also gave a brief history of the Historical Society from its beginning to the current state, which no longer receives much funding from Jackson County. The levy is asking for \$.05 per \$1,000. Initially, when the marketing focus groups began, there was resistance to the amount; however, after discussion of how much the levy would cost per household, resistance changed to support and donations, though minimal, showing that there is public support for the measure.

Kiefer asked if a Special District is being formed, and Bryden responded affirmatively. Bryden showed endorsements from all the Mayors in the area with the exception of Shady Cove.

As Bryden was handing out additional paperwork she asked that the Board members fill out the information and provide their own story in supporting the levy. She also explained that the name of the levy on the ballot would be created within the next day and explained how that process worked. The name and the parameters of the levy will be decided by the county. She explained that while she was asking the Board members to provide support to the levy, that the name of the levy could be left blank, and that her and her staff would fill it in after the name is decided.

Doty moved the Board approve a statement supporting a levy that will create and begin funding of the Rogue Valley Heritage District. Keifer seconded the motion. The motion carried unanimously.

At approximately 10:37 a.m., a five minute break was called for. The Board reconvened at approximately 10:42 am.

### **Request for Letter of Support for Butte Falls Historic Railway**

Swift opened the discussion. Doty said that while she supported the idea, it seemed there is a long way to go before anything would really happen on the railway. Swift concurred and initiated discussion of who would write the letter and what the time frame was. Eventually Swift said that while a letter of support would have to wait until later on in September that she would contact the Mayor of Butte Falls, inform her that the Board had voted to support the Butte Falls Historic Railway, and that a letter would be sent but delayed.

Doty moved to approve the Board writing a letter of support for the Butte Falls Historic Railway. Keifer seconded the motion. The motion was carried unanimously.

### **Donation of 15 Paintings by Jacksonville Artist Elaine Witteveen**

Swift announced the donation of 15 paintings to JCLS from Elaine Witteveen. The paintings had been displayed at Pioneer Village until recently. A valuation had not been done on them yet but several ideas were considered. Swift said that if the paintings could not be used that they could be sold to benefit JCLS.

Swift produced a document that had all of the paintings that were in all of the libraries and said that she would take a look at what was already on display. She suggested a revolving display might be considered.

For now, after conferring with the senior staff, they will be stored in the staff spaces on the 2<sup>nd</sup> floor of the Medford Branch Library.

Weyhe asked if the donation was made specifically to JCLS or if it could possibly be donated to JCLF instead. Marston answered that, in this case, there was documentation in Ms. Witteveen's records indicating her intent to donate even more paintings to the library. However, there wasn't anything official, so the trustee of Ms. Witteveen's estate is doing the best they can to carry out Ms. Witteveen's intent. Marston also said that the trustee is eager for JCLS to take possession of the paintings, and Swift stated she would likely pick them up soon.

### **Limited-time Waiver of Fee for Switching to New Library Card**

Bloom asked for a brief change on the agenda to provide an update on the Limited-time Waiver of Fee for Switching to New Library Card motion that the Board made in August. The cards will not be delivered until late in the month and Bloom requested the waiver be extended through the end of October. The Board voiced approval, and Swift said that the end of October would be fine as it is fulfilling the intent.

## **OLD BUSINESS**

### **Patron Conduct Policy**

Bloom reported that the policies have been updated per the suggestions from the previous Board meeting. The size of the sign was brought immediately into question and after a brief discussion it was mentioned that the larger libraries would likely need larger signs. Discussion followed about signage within the buildings and sizes required; Weyhe opposed placing the Patron Conduct Policy near the front entrance stating that that was the opposite of welcoming. She said that typically rules of conduct are negative in nature and she doesn't agree on having them displayed on a large sign near the entrance. She does support having it displayed where both a Staff member and "problem Patron" could review the rules together if/when they needed to be addressed. Weyhe in closing stated that she believed that placing the sign out front in the way it was being described was going against the mission and vision statements within the recently created JCLD Strategic Plan.

Bloom suggested that she take comments back to Library Staff so that they can look within the libraries and generate suggestions of where best to display the rules. Bloom stated that she was aware that Amy Blossom, Ashland Branch Manager, and Lisa Marston were involved in working on the signage. Marston stated that since these signs were to be on the interior of the building that it would be a good idea to tailor the signs to match the library. Staff will have something available that can be handed out to patrons if they need a reminder of how to conduct themselves' within the library. Bloom also offered to update the policy on the website once the policies are approved.

Doty commented that the policies still needed approval to which Bloom responded that that was what she was hoping to accomplish today. There was also quite a bit of discussion regarding the timeline with the signage and Doty reminded the Board that the signage was supposed to have already been taken care of and that they had missed their original timeline. Marston stated that she had an update for the exterior signs and would be providing that soon.

Swift placed a pause on the conversation as it was digressing from the agenda and explained that the purpose of this item was to have a motion for approval of the policies and that implementation of those policies could be discussed at the next Board meeting.

Weyhe moved to approve the Patron Conduct Policy including the Rules of Conduct, Unattended Children, Display and Exhibit Guidelines with a punctuation error. Doty seconded the motion to include the amendment. The motion passed unanimously.

Doty requested placing on the agenda a time for the Board to discuss the interior signage as it appeared to her that the Board would like to see a draft from the Staff and provide some input on the matter. Marston responded that library signage would again be placed under Old Business. Doty thanked her.

## **Governmental Affairs Committee Report**

Doty began by explaining that the Library Branch Ownership and Lease Overview matrix was worked on with Mark Bartholomew's input and George Prokop, JCLD Budget Committee Member, who designed the matrix. She further explained that the Governmental Affairs Committee had set some goals to include meeting with the Board of Commissioners in January 2017 and reminding the Board of her email regarding the status of that meeting. Per Bartholomew's recommendations they will begin to formalize the transfer of ownership of the buildings no later than June 30<sup>th</sup>, 2018. The Committee also plans to begin contacting cities, the county and other owners of the land(s) that the buildings are on to build community relations. Doty reminded Board members of an earlier goal (from the retreat) to develop a Capital Improvements Plan and informed the Board that Prokop had volunteered to draft a plan, utilizing ideas that the Board brainstormed at the retreat along with ideas developed through the Governmental Affairs Committee. With Board approval Mr. Prokop would be open to meeting with the Board at a Study Session.

Weyhe asked if Staff would be given the opportunity to weigh in on the proposal; Doty responded that the Board will be involved in each step. First, Prokop needs to draft the proposal and have a study session with the Board. Doty explained that the proposal would offer procedures and policies for how the Capital Improvements Plan would be developed. This is a "stage 1" part of the plan and "stage 2" would include the input from everyone before anything is adopted.

Doty referenced the matrix again and cited one correction which fell under Medford; the matrix stated the building was "leased" however it is actually "owned".

Weyhe thanked the Governmental Affairs Committee for the matrix stating that she was sure she would be referencing the document frequently, commending them for the amount of work that went into the research and development of the matrix. Doty said the Committee really felt that this would be useful, and the Committee plans to use this format and update it next year.

## **Agreement for Professional Library Consultant Services**

Marston reported that the appropriate changes had been made to the document which was concurred with by Bartholomew who had recommended the changes.

Doty moved to approve the Agreement with Ruth Metz for Consultative Services. Weyhe seconded the motion. The motion was approved unanimously.

Swift stated that the Board would need a Project Team to work with Ruth Metz and the Board concurred with her suggestion that Marston be the Project Administrator, along with two Board members serving on the Project Team. Kiefer and Weyhe volunteered.

## **Shady Cove Friends' Request to do Landscaping/Irrigation**

Marston stated that the County was not aware of any plans. Swift also reported that she had spoken with Judy Baalman who wasn't aware of anything either. Kiefer asked for a moment to explain where things are at right now. This request was originally submitted prior to the formation of the JCLD Board. Paula Trudeau, who drafted the plan that also included drawings of the approximately 20x40 foot area, had provided the County back then with a copy. While trying to determine the status of the request, Trudeau was asked to provide the County an additional copy; unfortunately, she provided the original and subsequently that document cannot be found. The Board offered options along with questions to determine the location of the paperwork. Kiefer stated that she would go back and speak with Trudeau to determine if she knew to whom she had given the document. Kiefer described an additional 12X12 foot section along the sidewalk that has become unsightly as well. She described both Shady Cove and Prospect's Library foliage area as very weedy and the mulch needs to be redone, but also warned with much Board agreement, that you cannot fix the issue by just placing the mulch on the weeds to cover them.

Doty asked if the plan had been developed professionally; Kiefer answered that Trudeau developed the plan but was a Forest Service Employee, inferring that she was quite capable of developing a solid, professional plan on her own. Kiefer also agreed with Doty that the plan may need to be redone as it at present was "misplaced" and added that she

had informed Trudeau of the possibility already, which was met with obvious but understandable frustration. Swift determined that this item would be placed back on to the Agenda provided there were updates available.

### **Library Signage**

Marston briefed the Board that Wisdom Signs is working up a design idea utilizing a sign from Talent Branch Library as a template to hopefully be used as the prototype. Marston added that she had sent them the JCLD logo to be placed on the signs. Once the design is created, it will need to be put out for a bid to see who will actually create the signs. She also explained additional things that need to be considered citing the City of Ashland's two sign limitation and that other cities have ordinances and sign committees which may prevent additional signage on the exterior of the building. Marston concluded that she would bring the design to the Board upon its creation.

### **JCLS Library Director Candidate Interviews**

Swift explained that she needed to add this to Old Business, per a discussion with Dana Braccia, JCLS Interim Library Director who has what she described as a "healthy" list of candidates and it was her intention to bring in four of them to interview toward the end of September. She went on to explain that there were three options available:

- Two teams to interview candidates 1-on-1;
- Bring all candidates individually before the Board which would be an Executive Session; Swift added that Bartholomew said that there was precedence for this
- An open session and the public invited to also ask questions

Weyhe offered her opinion citing that she had experienced all sides of this interview process including from the Human Resources Manager position. Weyhe summarized a likely all day process that would begin with an Executive Session and then move to an open session inviting all staff, Friends groups, the public, and media to the interview. She also stated that in the past she has seen it requested that the candidates provide a presentation ahead of time, which could be issues impacting libraries currently or a Meet and Greet Q&A. She continued that both are extremely important as answers to questions from the Board in how to handle certain situations might be inappropriate for the public, citing that the confidentiality of certain situations should be kept to the Board only. Additionally, a tour of the libraries is typically on the agenda for the candidates, but said it was likely that LS&S already had this on the schedule.

Kiefer said that she agreed with Weyhe with utilizing both the second and third options. Turner added that she was under the assumption that if any of the four candidates met all of LS&S' standards that they could be hired right then without Board involvement, which Swift said that was also her understanding according to Braccia. Turner explained that she wanted to be clear that any of the four candidates already meeting standards could be hired, without going by what the Board or open session determined, and Doty was also audibly in agreement with this same information.

Swift at this point told the Board that she would inform Braccia and confirmed with Board agreement utilizing both the second and third interview options in the hiring process.

A discussion immediately began regarding the logistics and scheduling of the interviews. Swift explained that it was her belief that Braccia would return within the week and that these concerns and ideas would be relayed to her so that Braccia could create a plan and begin gathering date information for everyone's availability. Swift also directed Board members to ensure that the JCLD Calendar was updated with all dates the Board members would be available.

Kiefer stressed the importance of having staff be involved in the interview process even if it is in a Meet and Greet capacity to give them the opportunity to ask questions and get to know them as well. Doty reminded the Board that the last time this was done that there was an evening get together and the Management Staff was involved in that. Bloom was asked if that had been helpful and she said that it was and that it had been primarily the Administrative Staff. Weyhe explained to her that the Board would like to see all of the staff have at least a Meet and Greet opportunity. Bloom said that she would provide that information to Braccia.

## COMMITTEE AND BOARD MEMBER REPORTS

### Technology/E-rate Committee

Nothing to report.

### Individual Board Member Reports

Weyhe offered the annual issue of American Libraries Magazine, showcasing architectural and design awards.

Turner said she had been tasked with finding an outside source that could do a review of the LS&S contract. Turner explained that she, Doty and Marston were involved in telephone interviews and were recommending Charles Paternoster, a Portland-based attorney. Paternoster will draft a preliminary report and Turner alluded that Marston already had a Scope of Services. It was asked if this required Board approval; Turner responded that she believed the amount would be low enough that Board approval would not be necessary for an initial review but she wanted the Board to be aware of what they had decided.

Swift announced that Catherine Kemper-Pelle, RCC President would be attending the October 13<sup>th</sup>, 2016 Board Meeting barring any schedule changes. She added that they would likely meet prior to the Board Meeting and they would discuss Comic Con 2017 and get to know one another. Swift explained that with such a great relationship with RCC that she wanted to give the new RCC President the opportunity to come and meet the Board members. Swift announced that the Friends of the Medford Library would be hosting after hours at the Medford Branch Library and that the Oregon Poet Laureate will be at the Hannon Library at SOU on May 11<sup>th</sup>, 2017, and at the Medford Branch Library on May 12<sup>th</sup>, 2017. This is the day before the Art and Bloom Festival, and Swift says that it is her intent to contact Travel Medford who organizes the event to see if they could use the Oregon Poet Laureate as a “kick off” for the festival. Also, there will be a Guild Lecture on Wine next Wednesday for those interested and Disaster Planning over the next four weeks.

Weyhe suggested that along with meeting the new RCC President, the Board might also want to meet with the RCC Library Director on a separate occasion. Swift said that she could likely arrange a meeting, and thought their librarian was actually a former Medford Branch Librarian.

Doty reported she attended her first RVCOG Board Meeting and explained that she had already written emails to a couple of contacts made at the Board Meeting, particularly concerning the manufacturing technician credential. She also wanted to ensure the Board was aware that the Oregon State Department of Education has not endorsed the credential and that the Eagle Point School District had asked for her assistance in contacting the Governor and State Board of Education to get this credential endorsed. Doty explained that she still has some follow up to do but may have an update for the next Board meeting.

### ADJOURN

Swift adjourned the JCLD Board Regular Meeting at 12:00 p.m.

/s/ Donovan Edwards

Recorder

*Approved – November 10, 2016*