

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), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director)

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:33 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift welcomed attendees and introduced the new Director of Jackson County Library Services, Jamar Rahming. Rahming thanked Swift and briefly stated that he was looking forward to getting to know and work with the Jackson County constituents involved with JCLD and continuing the work of an already great district. Also introduced was Richard Seidman, who recently applied for a position with the Jackson County Library Foundation; Chip Paternoster an attorney from Portland that has been working on a project with JCLD; Carolyn Ryder with Isler Medford, the District's auditor, and Vicki Robinson, RVCOG Accountant.

CONSENT AGENDA

Turner asked that the motion and friendly amendment authorizing staff to spend up to \$5,000 for the Fiscal Year 2016-2017 Medford Comic Con be included in the minutes for the November 10, 2016 Board meeting. Doty moved to approve the November 10, 2016 minutes, as amended. Weyhe seconded. The motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

No public comments.

PRESENTATIONS AND REPORTS

FY 15/16 Annual Financial Report

Carolyn Ryder, Isler Medford, directed the Board to page 1 of the report, highlighting the Opinions paragraph, and summarized it by stating that the report is "clean" meaning no issues were found after reviewing all major fund accounts for JCLD. Ms. Ryder recommended that if the Board members were unable to read the report in its entirety that the Management's Discussion and Analysis section beginning on page 3 of the report would be the most critical to be reviewed as it is a synopsis of the report.

Swift referred to upcoming changes in best accounting practices and asked if Ryder had any suggestions or could see any potential issues in regards to the policy changes. Ryder responded by stating that as the District moves forward and if they were to add employees that employment law, contracts and other benefits such as retirement plans would be an area that needs to be considered.

Turner commended Vicki Robinson, RVCOG Accountant, for her diligent work; this was echoed by all Board members.

Financial Report

Turner explained that when reading the JCLD Financial Reports that it needs to be kept in mind that the two largest contracts are paid ahead of time which can skew how the report is read or accepted without receiving an explanation. Currently JCLD has received approximately 89% of the total expected funds; the remaining amount would come from property taxes.

Doty moved to accept the Financial Report provided in pages 41-43 of the board packet. Weyhe seconded the motion. The motion passed unanimously.

Library Director Report

Marian Barker, Program and Youth Services Manager was asked by Swift to brief the Board on the Library Director Report as she felt it would be unfair to ask Rahming to do so with so little time to become acquainted with all information involved. Barker encouraged the Board members at their convenience to try out the new Document Scanner, which is located on the second floor of the Medford Branch Library. When Swift asked about costs, Barker explained that the cost so far has been minimal due to most patrons utilizing email rather than printing their documents, so there is not currently a charge to utilize the equipment.

For Rahming's benefit, Turner reminded the attendees of the request to LS&S for the Board to be brought up to date on staffing vacancies within the report moving forward. Rahming suggested a personnel report which was encouraged by Turner; and Weyhe proposed that staff duties and reassignments also be included to which Rahming agreed.

Doty asked for an expansion of the COSA Conference Report; Barker deferred to Nancy Peterson, Outreach Coordinator. Peterson explained that she was able to attend the conference due to the relationship between JCLD and the SOELS facility and the Kaleidoscope Play and Learn project. The conference, she reported, was mainly for school based situations. Perhaps the most valuable takeaway from the conference was the knowledge that much of what is already being done by JCLD staff in Storytimes benefit students directly, even though she doubts that parents and child care providers recognize this benefit. Learning about the executive function and self-regulation in the school environment were also very important. Exercises such as "Itsy Bitsy Spider," which Peterson demonstrated, creates the necessity for children to follow step by step directions. It is her hope that these benefits are discussed with parents and child care providers at future Storytimes to spread the word on the additional benefits JCLD is trying to provide for the community.

During a discussion following her report, Peterson highlighted a disconnect between school districts and libraries; namely, schools are required to report on students and test them, whereas the libraries do not have a reporting requirement. Therefore, the knowledge and education patrons receive through library services do not get reported, making it is an unknown commodity to the communities.

NEW BUSINESS

Motion adopting ALA Code of Ethics/ALA Library Bill of Rights

Weyhe explained that the policies included in the Code of Ethics were already being adhered to, but as suggested in the recent report provided by Ruth Metz, these policies should be formally adopted.

Doty asked where the policies would be found; Kiefer responded by reminding the Board that JCLD's website has a page with links to the District's policies. Weyhe requested that they be placed on jcls.org, as well. Turner asked if the policies had been verified to avoid conflicting with any other policies. Kiefer stated

that she did not believe there were any conflicts. Bloom explained, too, that as new updated policies replace “legacy” policies, the revisions and the dates of those revisions are annotated at the bottom of the policies.

Kiefer moved to adopt the ALA Code of Ethics/ALA Library Bill of Rights as presented in the Board packet, effective December 8, 2016. Doty seconded the motion. The motion passed unanimously.

JCLS HOURS ASSESSMENT

Doty stated that it was her belief that the Board was not prepared to decide on the assessment and proposed a postponement until the next Board meeting in January 2017. Swift agreed that the current format was not what she thought the Board wanted to see, noting how there were several ideas from each of the Board members and their expectations of how the assessment should be formatted and what information it should contain. Nevertheless, Swift proposed a brief discussion, suggesting the Board try and consolidate their ideas and provide those to Bloom.

Kiefer stated that she was not sure the hours each of the libraries were open properly reflected the hours that were needed by the communities and felt that some of the hours are currently dictated by staff and their schedules which, in her view, was not the correct way of determining times at which the branches are open. Doty and Weyhe concurred and mentioned the community surveys conducted for the strategic plan. Doty added that information about hours may already have been gathered through the Strategic Planning Process and that the information should be very easy to find. Marston suggested a dashboard summary to help distill the findings and recommendations for the Board.

Turner requested a pause in the discussion to allow Bloom to go through the assessment as it was written so that she could provide the reasons for how it currently looks. Bloom explained the methodologies behind the current report, taking into account the additional hours and circulation, and observing that during the additional hours when the libraries were open, circulation had increased; however, overall circulation for the District saw only a minimal increase. She also mentioned the auto-renewal feature’s effect on circulation and agreed to work on creating a dashboard.

As Bloom progressed through her report there was much dialogue between her and the Board members regarding auto-renewal’s effects and the programs used to depict program usage. Turner stated that she also felt it premature to add hours or to even discuss adding more hours while they were unsure of where those hours would be allocated. Weyhe stated that she agreed with Kiefer in questioning the current hours being properly allocated; she also agreed with Turner’s comment that adding hours with the current ones already in question would be premature. Additionally, she requested that if further surveys were conducted the Board be given an opportunity to review the questions prior to them being sent out to the community, to which Bloom agreed. Doty sought to ensure that JCLS is also considering the schools’ open hours.

Marston referenced page 53 of the Board packet, which listed attendance at Adult Programs and Children and Young Adults Program at the Applegate Branch Library over the last two years. After doing the math associated with the diagrams, she asked if that was the proper way to look at it to which Bloom stated that it was. Marston noted that there might be an alternative way to depict this data that would make it more accessible. Bloom responded that she did have the data in a spreadsheet, which she could provide, and explained that the reason this format was provided was to show potential trends.

Rahming referred to an experience in Denver, Colorado, in which a similar situation arose that required the libraries to survey the community to determine what the community felt would be the most beneficial hours of business. He then offered to confer with colleagues and work on providing something that reaches both current patrons and members of the community who have yet to utilize the library. Swift requested

Rahming and Bloom, as they progressed through this project over the next month, to provide the Board with updates.

Swift called on a member of the audience who had raised her hand, granting her permission to speak. Leigh Byerlee, who stated that she has worked for JCLS Technical Services for the past three years, said she wanted to take the opportunity to agree with comments made earlier by Turner in regards to staffing, hours and wages and offer her own opinion. A key position in Ashland, she stated, was now vacant because the previous employee, who Byerlee said had vast institutional knowledge and operated a program for American Sign Language, left for a full-time job with benefits in the same field. She added that staff retention is an issue; that staff members regularly move on to better paying jobs; and that adequate wages are not being provided. It is critical to retain full time employees, she added, because losing staff is adversely impacting team cohesiveness and patron contact at the branch libraries. Doty pointed out that two bilingual staff who worked at the White City Branch Library left this last year, a loss she described as critical. Byerlee agreed. Swift thanked Byerlee for her comments.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Swift referred Board members to the Technology Committee Report that had been provided within the Board packet.

Governmental Affairs

Swift announced that Doty had distributed to the Board a Governmental Affairs Committee report, which also covered some of the work she has done related to the pilot program with D9.

LS&S Committee

No report.

Individual Reports

Kiefer reported that poles for fiber optic lines are currently being installed near Prospect, but did not have enough information to speculate how far along Hunter Communications is with that project. Turner asked Kiefer whether her request for Senator Merkley's office to become involved has assisted the project. Kiefer said she didn't know. Turner then asked if Rahming could get an update on the fiber optic lines being run out to Prospect, briefly explaining to him that the project stemmed from a technology upgrade approved last year and that legal/jurisdictional issues had arisen with the Army Corps of Engineers, USFS and ODOT, which has delayed the project's implementation in Prospect. Doty expressed her interest in introducing Rahming to Amy who facilitates the operations at the Merkley office, to which Rahming agreed.

EXECUTIVE SESSION

The Board and legal counsel 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 12:18 p.m.

/s/ Donovan Edwards

Recording Secretary

Approved – January 12, 2017