

## MINUTES

### ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board President), Susan Kiefer (Vice President), Jill Turner, Monica Weyhe, Carol Doty; Mark Bartholomew (Legal Counsel), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director).

### CALL TO ORDER

President Maureen Swift called the meeting to order at 11:42 a.m.

### INTRODUCTIONS AND PROCLAMATIONS

Swift informed the Board that she was adding Jackson County's Enterprise Zone under new business.

### CONSENT AGENDA

**MOTION:** Turner moved to approve the JCLD Financial Report. Weyhe seconded. The motion passed unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

### PRESENTATIONS AND REPORTS

#### Library Director's Report

Rahming added to his Director's Report that Youth Services at the White City Library had received a kit from NASA which allows users to experience different types of programming which they will include with various exhibits like the Smithsonian, which is currently considering a couple of JCLS locations to visit.

Rahming then went on to report that the set of finalists for the Zone Manager position at the Ashland Public Library had not worked out. One had pulled out from consideration and the other one was just not a good fit; however, two more were being interviewed May 12, 2017. The salary being offered has also been increased.

#### Executive Session

Due to time considerations the Board moved into Executive Session at 11:53 a.m., pursuant to ORS 192.660(2)(e), ORS 192.660(2)(f), and ORS 192.660(2)(h). The Board came out of Executive Session and continued the Regular Board Meeting at 12:45 p.m.

#### Quarterly Statistical Report

At Doty's request, Bloom provided an explanation of the five main circulation categories. Bloom added that she had not yet been able to make a correlation between auto renewals' effects on other categories.

### NEW BUSINESS

#### Fines Amnesty Program

Bloom acknowledged the message is still being refined but it was important to start the program. Bloom highlighted a couple of successful strategies used by other libraries and explained that she had decided to combine both in an effort to offer even more opportunities for patrons. Several Board Members asked

varying questions and offered suggestions to help ensure that the program lines up with what the District was hoping to accomplish. After some discussion and other examples of similar programs, it was determined that the proposal of one non-perishable food item's value be increased from \$1 to \$5 per item to make it easier for patrons to use non-perishable food contributions to bring their accounts current. Bloom also suggested that in the spirit of what the District is doing if an overdue collection item is returned but damaged that it be accepted back without a fine, with which the Board agreed. Weyhe inquired about JCLF's involvement. Amy Drake, JCLF's Executive Director, stated that the Foundation had reached out to the Neighborhood Food Network who will pick up the food from the libraries. Bloom confirmed the partnership adding that Library staff would be responsible for the transactions with patrons and the Neighborhood Food Network would be responsible for the logistics.

**MOTION:** Weyhe moved to approve the Fines Amnesty Program provided that non-perishable food items are valued at \$5 per item. Doty seconded the motion. The motion was passed unanimously.

### **RFP Evaluation Committee Recommendation for Contracted Security Services at Medford Library**

Marston reported on the RFP Evaluation Committee's process and results. After each member of the five-person committee had reviewed, scored and discussed the proposals, the committee agreed unanimously that J & J Thomas, Inc had provided the best and most beneficial proposal and had accounted for everything the District had asked for. Marston then reviewed the costs proposed by J & J Thomas over the three-year contract term. Prokop added that while they are the most expensive among the contractors, they do provide the type of security the District needs now and they already possess the ability to provide even more types of security services, if required.

**MOTION:** Weyhe moved to approve a three-year security services contract with J & J Thomas, Inc. to provide uniformed security guard services at the Medford Library, based on the results and recommendations of the RFP Evaluation Committee. Turner seconded the motion. The motion was approved unanimously.

### **Cost-Sharing Request from the Ruch Friends for New Roof on the A-Frame Building**

**MOTION:** Doty moved to approve JCLD paying for 50% of the total \$8,550 required to replace the current roof on the A-Frame Building at the Ruch Branch Library. Weyhe seconded the motion. The motion was approved unanimously, with the recommendation that the Friends of the Ruch Library also explore material donations.

### **Jackson County Enterprise Zone Hearing**

Swift asked for volunteers to attend the Jackson County Enterprise Zone Hearing on the May 31, 2017. Marston reported that she and the District's accountant, Vicki Robinson, had reviewed the information and determined that the enterprise zones aren't changing. Based on that information and the lack of time available, the Board chose not to send a representative to attend the hearing.

### **OLD BUSINESS**

#### **Bixler OCF Donation for Applegate Library**

Rahming explained that, after reiterating the District's policies regarding additional hours, it had been determined that the original check of \$15,000 would be returned and a new check for \$5,000 would be reissued to pay for Josephine County children to have non-resident library cards so that students in the Applegate School District can use the Applegate Branch Library for free.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **Correspondence Committee**

Nothing to report.

### **Facilities Committee**

Nothing to report.

### **Policy Committee**

Weyhe reported that the Policy Committee had met and would have some material for the June Board Meeting.

### **Technology Committee**

Nothing to report.

### **Individual Reports**

Nothing to report.

### **Adjourn**

Swift adjourned the meeting at 1:30 pm.

/s/ Donovan Edwards

Recording Secretary