

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board 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 9:32 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift read a proclamation for National Library Week which takes place each year during the second week of April. The proclamation was then passed around the table and signed by all Board members.

Next, Swift asked for introductions. Library Director Jamar Rahming introduced Kyna Moser, the new JCLD Marketing Coordinator; and Vice President Susan Kiefer, who also serves on the Jackson County Library Foundation(JCLF) Board, introduced JCLF's new Executive Director, Amy Drake.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes from the Board's February 3, 2017 study session and February 9, 2017 regular meeting. Weyhe seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

PRESENTATIONS AND REPORTS

Library Director's Report

Rahming reported that he and Director Weyhe had met with the Oregon Community Foundation (OCF) to get more clarification on the Bixler donation that will benefit the Applegate Branch Library. Rahming explained that they needed a short narrative explaining the intended use of funds, this was done via email which was distributed to all Board Members.

Referring to his Library Director's Report in the packet, Rahming spoke about his experience attending Legislative Day, remarking that JCLS is very fortunate to have local support from both Alan DeBoer and Pam Marsh who are ardent library supporters and in favor of retaining the current level of funding for public libraries. Weyhe suggested that, in the future, Board members should also be encouraged to participate in Legislative Day.

Next, Rahming reported that he and Director Doty had a good meeting with the President, Vice President and Treasurer of the Friends of the Applegate Library. The Friends Group wanted to use the Bixler funds for hours and staff salaries; however, such a request would be outside the parameters of the gift. After Swift asked him to expand on his meeting with the Storytelling Guild, Rahming reported that the meeting gave him an opportunity to meet members of the Guild and express how thankful and appreciative the District is for their efforts.

There was also a brief discussion among Rahming and Board members about the news that Douglas County will be closing its libraries due to a lack of funding.

Amy Blossom's Retirement

Rahming announced that Amy Blossom, Ashland Branch Librarian and Zone Manager, would be retiring in April. Swift presented Blossom with a plaque signifying the Board's sincere appreciation of her 30 years of dedication and service to Jackson County library patrons and the community. A brief recess was called to allow the Board and attendees to celebrate Blossom's retirement.

Financial Report

Referencing the financial report in the Board packet, Swift said that the finances looked good and no questions were asked.

NEW BUSINESS

Collection Development Policy – First Draft

Swift requested more time to review the draft Collection Development Policy included in the Board packet. Doty stated that she had already sent several edits to staff. Weyhe suggested that the Board might be able to adopt the policy in April, especially if Board members could send any edits or comments to Susan Bloom within the next week or so. Swift agreed, but reserved the option to postpone the adoption until May, if necessary. Susan Bloom, Access Services Coordinator, then summarized the process library staff used to develop the policy. Turner asked what changes were made to the new policy. Bloom replied that the previous version of the policy was wordy; the revised policy seeks to simplify the content, while retaining the same goals. Bloom added, too, that upon approval of the Collections Development Policy, staff will create a more detailed Collections Management Manual to outline the procedures that will be followed to implement the policy. Board members then offered several suggestions regarding implementation. Bloom offered to provide links to other libraries' Collection Development Policy.

When the issue of wait time for books and other library materials was raised by the Board, Rahming promised that the "holds to wait ratio" would be addressed immediately as it relates to access, which is one of the Districts goals identified in the Strategic Plan. In closing, Swift advised Board members to submit suggestions to Bloom and Rahming for inclusion in the next draft.

Amendment to Agreement with Ruth Metz Associates

Swift reported that, on behalf of the Board, she and Kiefer had asked Ruth Metz of Ruth Metz Associates to continue working with JCLD regarding service quality issues raised during the performance assessment.

MOTION: Doty moved to approve the Amendment to the Agreement for Library Consultant Services with Ruth Metz to include a correction to "Approved as *to* legal sufficiency". Weyhe seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Short-Term and Long-Term Tasks Update

Swift invited Board members to share updates. Weyhe asked about the contract with the technology consultant, Lucien Kress, since the technology team was interested in scheduling meetings with him. Swift answered that the contract had been signed on March 9, 2017 by Bartholomew and herself and that meetings could be scheduled immediately.

Turner reported that she and Weyhe had yet to meet to discuss staffing, and suggested that the two get together and compare schedules prior to departing today's meeting.

Doty announced that Facilities Committee had met twice and has already drafted by the short- and long-term plans.

Swift announced that she and Kiefer had not done a cost analysis yet; however, they had developed an administrative needs list.

When Board members expressed an interest in seeing what the other groups were doing since there are areas that overlap, Swift suggested that the groups circulate their drafts as they completed them. Since the Facilities group already had a draft, Marston offered to send that out to the Board and Rahming.

Lastly, the study session with Ruth Metz to review the short- and long-term plans was scheduled for May 4, 2017, from 12:30-5:00 p.m.

Comic Con Update

Swift reported having a very successful meeting with the Medford City Council regarding Comic Con, and referred everyone to page 30 of the Board packet, which was a link to a story by Channel 5 News detailing the upcoming event.

Next, Laura Kimberly, Medford Branch Manager and Lead Medford Comic Con Organizer, distributed a separate Medford Comic Con packet to the Board and invited questions. Hearing none, Kimberly explained that she wanted the Board to see the vendor and other event forms. She also briefly reviewed the Comic Con Workshop Schedule and described some of the events listed.

Media coverage for the event will include *Rogue Valley Messenger*, which will have an article in April written about Medford Comic Con; and Channel 12 News, also a vendor, will be covering the event. *Camino's* a Hispanic magazine based out of Talent, Oregon, will be donating \$4000.00 worth of services to produce videos thanking the sponsors of the event; they are also producing a video and pictures to be used for promotional purposes, showing how JCLD is helping to bring the community together and meeting the goals that were set in the Strategic Plan.

JCLS Hours Update

Swift announced that Rahming had sent out a revised JCLS Hours Proposal. Rahming stated that, following the previous Board meeting, he had gathered more information pertinent to the hours' change, meeting with branch managers and working with staff to identify what needs to be updated to reflect the new hours, i.e., program schedules, website content, window decals, etc. Rahming believes this plan will allow JCLD to shift seamlessly to the revised hours. He chose not to send out the new schedule until the beginning of April. This should provide ample notice, while minimizing confusion.

MOTION: Turner moved to approve the updated JCLS Hours Proposal submitted by Library Director Rahming. Kiefer seconded the motion. The motion was approved unanimously.

Fines and Fees Policy

Swift referred to a document being circulated by Kathy Kudo, Secretary of the Presidents Forum, regarding a Fines Amnesty Program that the San Francisco Library created, recalling that the Board had discussed a similar program in the past. Kiefer concurred that this was on the Board's list of action items. Turner suggested that fines could be one reason why JCLS's number of cardholders is unusually high compared to

other library systems and expressed her hope that this will be one of the things Rahming can get to this year. Doty expressed her wish that fines amnesty somehow be partnered with the Summer Reading Program. Rahming immediately stated that he would prefer not to wait, requesting instead that it be placed on the Board's meeting agenda for April.

Weyhe shared her experience in working through a couple of Fine Amnesty Programs. Between the materials recovered and the community's appreciation, she stated that a program like this is well worth it, adding that a six-week window would allow for patrons who may be traveling during that time to also participate.

Rahming added that while fines do not bring in that much, lost materials do cost the District a lot of money. Several examples of fine amnesty programs were suggested by the Board based on their experiences.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Kiefer received correspondence from a patron asking why the library no longer has a passport program. Her response to the patron explained how cost issues and a lack of support had led to the program's demise. While disappointed, she said the patron understood the reasons.

Swift mentioned contact from a patron at the Jacksonville Branch Library who had been bothered by fumes caused by work being done on the roof. Marston offered to contact Facilities Maintenance to find out who the contract was and to send the incident report to Kiefer so a response to the patron can be drafted.

Facilities Committee

Other than the Short- and Long-Term Facilities Plan reported on earlier, Doty did not have anything to add, but did praise JCLD Budget Committee member George Prokop for his efforts on both of those plans.

Policy Committee

Kiefer reported that there are policies the committee is working on.

Technology Committee

Weyhe and Turner reported that the e-rate discount had finally been approved for the wireless access points, so that project will be underway soon. Kiefer added that Hunter Communications was in the process of installing fiber for the Prospect Library Branch.

Weyhe shared that she had received an email from Cindy Cabral, the District e-rate consultant, about going out to bid for phone service this year. However, since the annual discount only amounted to \$250, it was agreed that it was not worth going through the onerous e-rate procurement process for such a small amount. Marston reported that IT Manager Ron Sharp was still seeking bids for VOIP systems, but that any procurement would be handled outside of the e-rate program.

Individual Reports

Turner briefly described her recent trip to Washington, DC, which included a tour of the Library of Congress. She then handed out several LOC bookmarks.

Doty reported that RVCOG had reduced its membership dues. She also spoke about the Food and Friends Meals on Wheels program and the financial hardship the organization is currently facing. She encouraged the Board to individually contribute if they could. She also distributed a letter she had written, inviting

approximately 40 representatives of Jackson and Josephine County school districts and other stakeholders to the MT-1 Conference, which will be held on May 4, 2017 from 9:30 - 11:30 am at the Medford Library. She then briefly described the meeting.

Weyhe stated that she had shared OCF's Heidi Binder's contact information with Amy Drake, and described Ms. Binder as friendly, knowledgeable and great to work with.

Swift called attention to articles in the back of the Board packet, which included an essay by Library Director Jane Eastwood on supporting democracy and creating a welcoming environment for everyone in accordance with the ALA's Bill of Rights. The other item, a New York Times article, relates to the MT-1 program, and seemed like a timely piece to include in the Board's packet.

Adjourn

Swift adjourned the meeting at 11:04 am.

/s/ Donovan Edwards
Recording Secretary

Approved – April 13, 2017