

MINUTES

ATTENDEES

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

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:32 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift introduced Shane Antholz, Hornecker Cowling LLC explaining that he would be presenting to the Board shortly. Swift proclaimed that National Volunteer Week would be April 23rd – April 29th 2017. Swift announced the departure of Carol Levy, President, Friends of the Central Point Library and leader of the Presidents Forum for the last three years and asked everyone to take a moment to honor Ms. Levy's service.

CONSENT AGENDA

MOTION: Kiefer moved to approve the minutes from the Regular Board Meeting on March 9, 2017. Weyhe seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

NEW BUSINESS

Lindberg Estate Bequest to Ashland Library

Bartholomew explained the reasons for his inviting Antholz to the Board Meeting and then asked Antholz to provide a brief history of the Lindberg Estate Bequest.

Antholz recounted the information he had reviewed and his interactions with the estate's attorney and the personal representative. Board Members provided input based on individual knowledge and discussed options available to slow the probate process due to a lack of information about the estate and its holdings or the parties involved. After much discussion support was given to seeking an independent Current Market Analysis (CMA). Antholz suggested the Board grant him permission to contact the attorney and/or personal representative about slowing down the probate process to provide more time to the District. Kiefer asked for him to inform the attorney that the District, the Friends of the Ashland Public Library, and the Jackson County Library Foundation (JCLF) are working on an agreement that names the District as the sole beneficiary.

MOTION: Turner moved for the Board to enter into an agreement among the District, the Ashland Friends, and JCLF; to procure an independent CMA; and to direct Mr. Antholz to speak with the estate's attorney with the goal of slowing down the probate process and gathering additional information. Kiefer seconded the motion. The motion was approved unanimously.

PRESENTATIONS AND REPORTS

Library Director's Report

Weyhe voiced her surprise at the Bixler Grant Update in the Director's Report on page 10 of the Board packet. Her understanding was that both parties understood the reasons for library hours being the responsibility of the District. It appears, however, that the grant's purpose is to provide funding to cover

non-resident student library cards for those students who attend the Applegate School District and to increase hours of operations for the Applegate Library. Weyhe reiterated that the second part of the grant cannot be done. Turner asked that the topic be placed further back on the Agenda to allow time for Board discussion without interrupting the Library Director's Report. Swift placed it under Old Business and stated that the Board's discussion could continue on the subject at that time.

Rahming responded to Turner's question about the search for a new Ashland Branch Manager, explaining that a nationwide search had been conducted and the notice was posted on the ALA website. According to Rahming, LS&S screened all applicants and narrowed the list to eight candidates who met the minimum criteria and had qualifications in areas of interest for the District with the four remaining applicants moving on to the next set of interviews. Responding to Board Member comments, Rahming elaborated that the initial job posting did not attract the right applicant pool so the deadline was extended and the job description was redone to include information specific to the Ashland community. Rahming also answered Turner's question about security at the Ashland Public Library saying that they had received and reviewed a proposal requesting security in Ashland however given the types of Incident Reports being received from Ashland it doesn't warrant bringing the proposal before the Board.

NEW BUSINESS

Fines Amnesty Program

Turner expressed her support for an amnesty program as it would help clear up the Patron database. Weyhe reminded the Board of previously suggested models adding that libraries have done this in the past and have recouped a lot of their inventory, while also building public goodwill. Rahming described the community as very charitable and he was confident something could be drafted and submitted to the Board prior to its next Board Meeting.

Jackson County General Obligation (GO) Refunding Bond

Swift announced that the County is refinancing the Bonds that were used to build the libraries. Those bonds are scheduled to be paid off by 2020. The County sent a tax exempt use certificate to JCLD for signature. Bartholomew recommended JCLD get a written agreement from the County prior to signing stating that the bonds would be paid off on time. Swift asked if he had been in contact with the County to which he said he had not, but advised adding a contingency clause to the motion.

MOTION: Weyhe moved to authorize Maureen Swift, JCLD Board President, to sign the Tax Exempt Use Certificate contingent on JCLD receiving a written agreement from Jackson County stating that the libraries would be paid off on time in 2020. Turner seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Collection Development Policy – Second Draft

Swift said it appeared to her that the policy addressed the concerns that were expressed by the Policy Committee and JCLD Board Members during the last Board meeting.

MOTION: Kiefer moved to approve the Collection Development Policy. Weyhe seconded the motion. The motion was approved unanimously.

Comic Con Update

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager reported the Medford Comic Con program would be complete soon and briefly described how many vendors, sponsors and workshops would be involved.

Rahming mentioned they would be submitting an article to the Library Journal which is published nationally. Weyhe suggested other outlets that could also promote the event. Rahming agreed, while noting that the Library Journal's interest increased the likelihood of having it published. Kimberly added that she had been invited by the Mountain Plains Library Association to present a workshop on how to create a Comic Con event.

Security Update

Swift referred to the Director's Report on page 11 of the Board packet and asked if there were any updates. Kimberly reported that the wiring had begun on the 10th of April and will continue until it's done. Signage is being posted in the parking lots so that emergency numbers are displayed in case someone feels they are in need of assistance and want to contact the Police.

Rahming reported he was collecting data from counties and library districts in regards to sharps containers being placed in JCLD bathrooms, stating that information is needed to help make an informed decision.

Marston reported that RFP for Security Services had been issued and the closing date would be May 2, 2017.

JCLS Hours Update

Swift asked if there had been any significant pushback from the hour change to which Rahming replied that most of the feedback had been positive.

Library Directors Report - Bixler Grant Update (continued)

Suggestions were offered by the Board Members and Weyhe volunteered to speak with the donor again and contact OCF, as needed.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

There was no report.

Facilities Committee

Other than the Short- and Long-Term Facilities Plan reported on earlier, Doty did not have anything to add.

Policy Committee

Kiefer reported that the committee met to work on the Collection Development Policy and will meet again on April 24, 2017 to create a table identifying any remaining "legacy" policies.

Technology Committee

The Technology Committee will meet on May 1, 2017 with Dana Braccia, Dave Maxfield and Lucien Kress of Kress Consulting. Written questions have been submitted to LS&S with the hope that these questions can be answered. Weyhe advised that the meeting would be taking place with only the Technology Committee to allow LS&S an opportunity to divulge proprietary information they are not willing to share otherwise. Weyhe offered to accept any questions other Board Members may have.

Turner stated that the sub-committee on Personnel met first and then contacted Ruth Metz of Ruth Metz Consultants. Weyhe added that from that meeting and follow-up correspondence it was clear the Board wants Metz to coordinate the work of the short and long range plans. Metz did not have that guidance from the Board and it was Weyhe's hope that the Board could provide that. In order for Metz to create a long term budget plan for 2020 she would need clear expectations; receiving ad hoc questions provides a very incomplete picture to work from. Turner pointed out that the scope of services in Metz's agreement is broad enough to cover a continuation of her previous work. The Board agreed to utilize Metz's services.

Individual Reports

Kiefer announced that JCLF is up and running but lines of communication need to be established between the District, libraries and JCLF to provide guidance on what the Foundation's funding priorities should be. They are also currently seeking Board Members. As Turner pointed out, the Agenda for the May 11, 2017 Regular Board Meeting was full and offered that perhaps the June Board Meeting or possibly a Joint Study Session in June would be much better.

Swift announced that on May 10, 2017 the PEO group based out of the Rogue Valley Manor has asked her to come and speak. Nothing specific was mentioned but she wanted to let everyone know.

Swift briefly touched on future events and reported that Director Carol Doty had received an email announcing that the MT-1 certification is now a state-recognized credential and she lauded Doty for her relentless pursuit in getting this accomplished.

Adjourn

Swift adjourned the meeting at 11:35 am.

/s/ Donovan Edwards

Recording Secretary

Approved – June 8, 2017