

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; and Lisa Marston, JCLD Executive Administrator. George Prokop, JCLD Budget Committee member, and Brenda Rosch, a member of the public, were also present.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:08 a.m.

WELCOME AND CHAIR'S REMARKS

Swift welcomed attendees. There were no updates to the agenda.

Ruth Metz, library consultant and today's meeting facilitator, read the purpose as written on the agenda:

The purpose of today's meeting is to focus on the near term work to close the Oregon Library Association (OLA) standards gaps and do a check-in regarding the long-term work plan set in place at the January 20, 2017 study session.

IDENTIFY GUIDING DOCUMENTS

- Metz Report
- OLA Standards
- Strategic Plan

Included below is content written on flipchart sheets during the meeting:

Sheet 1:

With respect to the OLA Standard's 8 major headings, who should be responsible for what?

<u>District/Board</u>	<u>LS&S/Director</u>
Governance	Staff
Ethics	Collections (Materials)
Facilities	Services & Programs
Technology	
Advocacy	

Sheet 2:

OLA Compliance

Board Processing Model

1. Present issues – from committees to Board
2. Board ideas, perspectives – work sessions
3. Committee process – makes recommendations to Board
4. Board decides

Sheet 3:

LONG-TERM: How much can we afford?

Now ----- April 2017 ----->

OLA-Board-GEFTA ---- | ---- | ---- | ---- | ---- |

OLA-LS&S-SCS&P -----|-----|-----|

Sheet 4:

OLA COMPLIANCE ACTION PLAN		
Governance Ethics	Susan, Monica	Jamar
Facilities	Carol, Lisa, George Pat	
Technology	Monica, Jill, George, Lisa, Jamar, Ron	+ Edge Initiative
Advocacy - Legislative - Partners - Collaborations - Friends/Foundation	Susan, Jamar, Kyna, Carol	

Sheet 5:

Staff – OLA Standards

Median salary and benefits

Consider salary bands – “norms”

FTE per capita

Positions that add value in the right areas

Professional personnel? Collections, Outreach, Digital/Virtual Services

Administrative – are we appropriately staffed?

Edge Initiative – technology competencies appropriate at all levels

Conversations with Charlton, June 10 letter re: base staffing; fair allocation of funds?

- A) Bilingual Early Education Associate, BS/MLS desired; two Digital Literacy Associates
- B) Base – Collections, absorb minimum wage increases?

Sheet 6:

Proposal: Susan to meet with Dana and Jamar – can we come to an agreement amongst those three to put forward a proposal to Charlton? (Note: Later in the meeting, Mo, Ruth and Lisa were asked to assist Susan.)

Sheet 7a:

Collections – OLA Standards

Cost per physical items

- Look at collection data
- Jamar and Dana come back to the Board
- Ruth – show Jamar/Dana report data
- Look at the whole picture on collections
- Amount being expended; total collections expenditures – super low

Board is worried about lack of Collections Development Policy/Plan and Collections Funding Plan

Jamar to follow up on policy/plan

Sheet 7b:

Services & Programs – OLA Standards

What drives programming? Who drives programming?

- Medford – Staff (Laura)
- Central Point – Other
- Early Literacy (Ready to Read Grant)
- Responding to community needs/impressions
- Funding
- Staff responding to perceived or assumed need
- Friends

Sheet 9:

#’s adjust to local needs, circumstances

Small rural libraries need to get some of the goodies even though their Friends can’t raise as much as other locations

Look at program system wide:

- Grant funds
- System funds
- Both?

Demographics for each area

Keep in mind the distance

Inventory of programs/assessment of demographics

Do we have the right schema?

Balance the investment

Sheet 10:

Strategic Plan objectives and \$ drive program decisions

Upsetting a large number of people may not be a good idea

What do we want to accomplish with our programming?

Diverse needs, Hispanic children

Spanish Storytime in the works

Recommendations from Jamar to have a current database of cardholders

Sheet 11:

Technology

- Technology plan
- Staff readiness
- Internet bandwidth/routers
- Digital literacy support & staff expertise
- Inventory of technology (hardware and software)

Sheet 12:

Positions with no markup

1 Digital/Virtual Services Manager

2 Digital Literacy Associates

1 Bilingual Early Education Associate

Positions to shore up the base, without cost to District
1 Collections Manager
Fund compression/salary increases

Sheet 12a:

Status Reports from Long-Term Budget Project Teams
Technology

- Have a scope of work
- Have a response to it

Facilities

- Meetings scheduled for Feb 7 and Feb 16
- Divide work
- Draft within a short time

Administrative/Finance

- Nothing yet
- End of month, beginning of March

Admin/Operations

- Met with Todd D. from DPL
- Discussed payroll, HR, etc.
- What they do, law library
- Distributed handout to group
- Contact Buzzy Nielson

Sheet 13:

Mo and Susan’s committee – Personnel proposal for Charlton
Susan, Mo, Lisa, Dana, Jamar, Ruth

NEXT STEPS

Sheet 14:

Next Steps
1. Next Board Meeting – check in on long-term tasks
2. March 9 Board meeting – check in on long-term and short-term tasks
3. Pull it all together by April 15
4. May 4 – Study session ➤ Jill – spreadsheet – what we can afford
5. May 11, 18 budget committee meeting(s) – identify opportunities

ADJOURN

Swift adjourned the JCLD Board Retreat/Study Session at 3:11 p.m.

/s/ Lisa Marston
Recording Secretary

Approved – March 9, 2017