

## 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 (Attorney), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director).

### CALL TO ORDER

President Maureen Swift called the meeting to order at 9:34 a.m.

### INTRODUCTIONS AND PROCLAMATIONS

Due to audience size Swift requested the following attendees to introduce themselves: George Prokop, JCLD's Budget, Technology, and Facilities Committees; Kevin Keating, JCLD Budget Committee; Vicki Robinson, RYCOG Accountant; Tish Manley (former library employee); Amy Drake, JCLF Executive Director; Charlene Prinsen, Eagle Point Library Branch Manager; Laura Kimberly, Medford Library Branch Manager; Michael Hovermale local Spiderman Actor; Aaron Hassell, Astro Games; Kyna Moser, JCLS Marketing Coordinator; Susan Bloom, Access Services Coordinator; Amy Blossom, Reference Desk; Marian Barker, JCLS Youth Services Manager.

### CONSENT AGENDA

**MOTION:** It was noted that Director Doty had been left off the attendance list on two sets of minutes but had attended the meetings and had been quoted. Kiefer moved to approve, as corrected, the minutes from the April 13 and May 11 Regular Board Meetings; May 5 Study Session; May 11 Budget Committee Meeting; May 24 Special Meeting and the JCLD Financial Report. Doty seconded the motion. The motion was passed unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

### PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2017-2018 BUDGET

#### LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2017-2018

Swift at 9:37 am opened the Budget Hearing for the Fiscal Year 2017-2018 Budget and asked for public comment or if anyone present wished to speak on the budget. Swift observed there were no public comments and closed the Budget Hearing at 9:38 am.

### RESOLUTIONS

#### Resolution 2017-01: Approving Creation of Capital Improvement Fund

Swift explained that Resolution 2017-01 was created through the budget process. As the Resolution states, the District currently leases the 15 library buildings from the County. Those buildings will be turned over to the District in 2020. Hence, a Capital Improvement Fund needs to be established for future projects to include major building repairs and renovations. Turner requested a modification to Resolution 2017-01 to include adding the word "technology" to the description of the Capital Improvements Fund in paragraph 3.

**MOTION:** Doty moved to approve Resolution 2017-01 as amended. Kiefer seconded the motion. The motion was approved unanimously by roll call vote.

## **Resolution 2017-02: Adopting Fiscal year 2017-2018 Budget, Making Appropriations, and Imposing and Categorizing Taxes**

**MOTION:** Kiefer moved to approve Resolution 2017-02 as presented. Turner seconded the motion. It was noted that the Property Tax Levy would remain at \$.52 cents per \$1,000. The motion was approved unanimously by roll call vote.

### **PRESENTATIONS AND REPORTS**

#### **Library Director's Report**

Rahming briefed the Board that, so far, 303 patrons had taken advantage of the Food for Fines program citing that 103 of those patrons had fines of over \$10.00 preventing them from utilizing library services. Within the following week Rahming stated that staff will have a study group to research patron accounts that had not taken advantage of the programs yet and a chart would be available on the jcls.org website reflecting the total amount of fines and fees that had been forgiven and would be updated weekly. Turner asked about the public relations regarding the new printing technology and how the word is being spread now that it has been implemented in all libraries and whether the hardware is being utilized. Rahming stated that they had created a post on the website and trained staff but that not much feedback had been received. Kyna Moser, JCLS Marketing Coordinator, reported that Ron Sharp, JCLS IT Manager, had requested signage near the printing stations to help advertise the services available.

Turner brought up "55 Things to Do in Southern Oregon" which is published by the Southern Oregon Media Group. She stated that while she is aware that it costs money to have your organization or business listed it was disappointing that the District had not taken advantage of it yet and encouraged Rahming to look into it.

Turner also encouraged Rahming to place a full vacancy list within the Library Director's Report noting that typically the report covers recently filled positions but not necessarily positions that need to be filled.

#### **Summer Reading Program**

Marian Barker, JCLS Youth Services Coordinator, explained the various activities and events involved in the Summer Reading Program which has a theme this year of "Build a Better World". The program begins following summer closures of schools and ends on August 6, 2017. The Friends of the Library groups provide support and this year the Hulburt Trust is also getting involved with the smaller communities. This is the first year in which homebound patrons can participate. These are patrons who do not have the ability to visit the libraries but are still very interested in utilizing the library services within their communities.

### **NEW BUSINESS**

#### **Facilities Plan: Objective One**

**MOTION:** Weyhe moved to approve and adopt JCLD's Long-Term Facilities Plan Objective One. Kiefer seconded the motion. The motion was approved and adopted unanimously.

#### **JCLD Proposed Technology Budget 2020-2021**

**MOTION:** Doty moved to approve the Technology Budget 2020-2021 prepared by Lucien Kress, Kress Consulting. Kiefer seconded the motion. The motion was approved unanimously.

#### **Guidance to JCLD re: Funding Priorities**

Kiefer stated that the Foundation is prepared to receive a funding priorities list from the District.

## **IGA's with RVCOG for FY17-18 Accounting and Administrative Services**

Marston briefly explained the key differences between the previous IGA's and the amended IGA's which consists of Marston's duties being divided between Accounting Services and more duties being taken on by Donovan Edwards, JCLD Administrative Assistant.

**MOTION:** Weyhe moved to approve Amendment Number 01 to the Intergovernmental Agreement for Accounting Services and the Intergovernmental Agreement for Administrative Services. Doty seconded the motion. The motion was approved unanimously.

## **OLD BUSINESS**

### **Lindberg Estate Bequest to Ashland Library**

Swift announced that, on behalf of the Ashland Public Library, the District would take possession of the property bequeathed by the Lindberg Estate. After the remaining legal matters have been satisfied the District will determine how to dispose of the property and all proceeds will be held for the benefit of the Ashland Public Library. The Friends of the Ashland Public Library are currently clearing the house of an extensive book collection which will be examined for further book sales.

### **Comic Con Debrief**

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager provided a closeout presentation of the 2017 Medford Comic Con including a recorded segment of ABC News covering the event which was broadcast nationally. Kimberly thanked the other members of the Comic Con Committee who were in attendance and introduced Lanessa Pierce, owner of What to Do in Southern Oregon and the social media manager for Medford Comic Con. It was noted that while paramedics and law enforcement were in attendance their services were not required. Food vendors and local restaurants ran out of food early and with next year's expansion plan of closing Bartlett Street there will be more of a focus on a wider variety of food services like pre-made or ready to go meals like yogurt and other snacks. Additionally the City of Medford and JCLD will be asked to provide more support.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **MT-1 Workforce Follow-up**

Doty reported that there is interest in the program. Rahming and Doty will attend the September 2017 Business Expansion Program (BEP) meeting. There will be more focus on the library displays to promote workforce opportunities. While the outcome of the meeting determined that the District does not need to be directly involved, their support in community meetings like the BEP can be helpful.

### **Correspondence Committee**

Nothing to report at this time.

### **Facilities Committee**

Doty and Bartholomew will begin working on the approach taken when it comes to the District taking over the buildings.

### **Policy Committee**

Kiefer reported that the committee has reviewed submissions from LS&S staff and provided feedback. A policy table is being created to assist in keeping policies up to date as they will be reviewed periodically per the table schedule. The two policies concerning art are being combined into one policy which will cover both art acquisition and the displaying of art.

## **Technology Committee**

There will be a transition of committee members over the next couple months but nothing to report aside from the Technology Budget 2020-2021 prepared by Lucian Kress, Kress Consulting covered earlier.

## **Individual Reports**

Turner and Weyhe shared that they had attended an Elected Officials Meeting with the new Josephine Community Library District Board Members. Kiefer then invited the outgoing Board members, Monica Weyhe and Maureen Swift, to share some parting thoughts with the Board.

Weyhe reflected on her involvement over the last four years with the formation of the District. She said she was honored to have served as a Board Member, was proud of all that has been accomplished, and is excited about the future of the library system in Jackson County.

During her parting remarks, Swift encouraged the District to consider moving the meetings to later in the day to provide a better opportunity for public attendance and for staff to also have a chance to participate. She justified the suggestion by also explaining that JCLD is the only Special District in Jackson County still holding their meetings during the day. Swift also suggested that with the District being busy over the next couple years continuing to implement the Strategic Plan it may be prudent to have two meetings per month with the second being easily cancelled if it is not warranted.

Swift used Kimberly's presentation for Medford Comic Con to highlight what can be done when the communities are included in events and encouraged continued collaboration within the community. Advocacy, which was highlighted in the Ruth Metz report as needing improvement, should be an area of continued focus.

Kiefer invited everyone in attendance to join a special celebration for the outgoing Board members to be held in the large meeting room directly following the Board meeting.

## **Adjourn**

Swift adjourned the meeting at 12:31 pm.

/s/ Donovan Edwards

Recording Secretary