

## MINUTES

### ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty

Additional participants/attendees: Shane Antholz, Hornecker Cowling LLC, Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (JCLD Administrative Assistant)

### CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:03 p.m.

### EXECUTIVE SESSION

At approximately 4:07 p.m. and in accordance with ORS 192.660(2) (e) President Kiefer moved the meeting into Executive Session and excused everyone present with the exception of Shane Antholz, Hornecker Cowling LLC, the Board Members and Lisa Marston, Executive Administrator. The Board came out of Executive Session and continued the Regular Board Meeting at 4:33 p.m.

### CONSENT AGENDA

**MOTION:** Turner moved to approve the minutes from August 10, 2017, the August 10<sup>th</sup> – 11th Board Advance and the JCLD Financial Report. Shaw seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Gloria Work, Founder of the Hispanic Learning and Research Center (a non-profit educational organization located in southern Oregon) provided a history of the Center. In 2007 they began teaching basic computer skills to Hispanic Americans and in 2009 partnered with the Library and the Jackson County Educational Services Department. In 2010 they began to teach basic computer skills in all library branches and have since then added higher level computer skills courses. The Hispanic Learning and Research Center receives approximately \$45,000 per year in funding from the Hulburt Trust fund which pays for two instructors including Ms. Work and the Center provides all the materials.

Brenda Rosch, a long time library supporter, was there to advocate on Ms. Works behalf stating that she and her partner have been running the Center for the last eight years but were recently notified by the Library Director that LS&S intends to hire two bi-lingual employees and will begin providing a more expansive outreach program to the Hispanic Community and would no longer need the Centers services.

Kiefer thanked both Ms. Work and Ms. Rosch for their presentation and stated that while she was not sure it would be a Board level decision that it definitely warrants looking into the program a little bit more which she vowed to do.

Michelle Atkinson also was present to advocate for the Hispanic Learning and Research Center. In addition, she wanted to discuss the technology in Jackson County as a whole and encouraged more technology services being made available noting the importance to the community in having more options in the future.

## **REPORTS AND PRESENTATIONS**

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

Rahming began by briefing the Board on someone who would soon be renting space from the Medford Branch Library and Ashland Public Library that he had received some negative feedback on due to the speaker's controversial viewpoints and potential safety risks due to the nature of those he typically attracts to his events. Rahming's description of the speaker included him being considered an anti-Semite who supports both neo-nazi and white supremacist groups and his discussion at the library would cover September 11<sup>th</sup>, 2001 conspiracy theories.

Kiefer asked in what fashion is the library involved and Rahming was clear that this was not a library sponsored event. This particular speaker is paying to rent out the space and falls within the per view of the JCLS' Meeting Room Policy.

A lengthy discussion ensued in which all Board Members participated and offered their insight each highlighting the importance of protecting both the policies of the District and of patrons ability to utilize all services regardless of their point of view. Kiefer concluded that she would respond back to those concerned library supporters and explain to them that the District does not support his point of view nor is the District sponsoring the event however the speaker still has the right to hold the event under the JCLS Meeting Room Policy.

### **JCLF Report**

Amy Drake, JCLF Executive Director highlighted an \$11,000 grant the Foundation had recently received that would go towards supporting the Baby's First Book program adding this is the first grant received in several years. Drake then announced that new brochures were now available as she handed out one to each Board Member.

Kiefer added that the District and Foundation had met earlier in the week and both organizations were looking forward to working with each as partners moving forward in the future.

## **NEW BUSINESS**

### **JCLS Management 3-Year Action Plan**

Rahming explained that the JCLS Management 3-Year Action Plan was a byproduct of what he and JCLS staff had been told by the Board during the JCLD Board Retreat in August 2017. Progress reports included within the Library Directors Report moving forward would include a dashboard of the action plan so that the Board can easily follow the progress being made.

### **JCLD Legal Counsel**

Kiefer announced that Mark Bartholomew, Attorney who had been the legal counsel for the District since its inception had stepped aside leaving a gap in legal counsel coverage. She explained that Mr. Bartholomew had provided a couple of recommendations but cautioned that whoever the District chose to utilize that they have the support of a law firm in case additional or specialty legal counsel is required.

**MOTION:** Shaw moved to approve JCLD's issuing a Request for Proposal for the purposes of obtaining legal counsel. Prokop seconded the motion. The motion was approved unanimously.

### **JCLF-JCLD Joint Meeting - Next steps**

Kiefer expressed her satisfaction with the Foundation and District finally meeting and discussing the beginning stages of a true partnership. Her hope is to create a JCLF-JCLD work group which would include both Drake and Rahming. She would like the work group to identify projects and/or programs that

the Foundation can assist with and prioritize when they are worked on. Doty concurred with Kiefer's inclusion of Rahming and Drake into the work group and added that a Foundation and District Board member should also be included. At this suggestion Kiefer asked Turner (due to her interest in the Foundation) if she would be willing to be on the work group. Turner accepted the nomination.

### **Executive Director Recruitment**

Kiefer announced that she and Prokop had been working on a job description and Shaw had submitted one as well. That information was sent to Ruth Metz, Ruth Metz Consulting for review.

### **Committee Work Plans**

Turner reported that she had been reviewing Oregon Library Association compliance and that Amy Blossom, retired Library Branch Manager, had volunteered to assist. They will be meeting in October to continue work on identifying areas that are in need of improvement.

Doty reported that she would like to include an Advocacy Committee Work Plan that had been worked on during the recent Facilities Committee meeting. For just this fiscal year the committee would be a two part committee. Five regional meetings would be set and would include Friends Groups, City Councils, organizational representatives and individual stakeholders. One meeting for the Blue Ribbon Committee would also be arranged and likely the first of the meetings to take place as they were the ones that created the Strategic Plan and had already requested a meeting of this kind previously.

Doty informed the Board that the Ruch Branch Library now has street signage and that she had already begun talking with the County for signage to be placed in the Town of Butte Falls as well.

### **Governance & Operations Committee**

Shaw and Kiefer had not met yet but will try once schedules are more open.

### **Technology Committee**

Prokop has begun building the framework for a work plan that will provide a tactical one year operational plan and build it up with some structure behind it so regular reporting on it can be provided. While it isn't necessary to meet monthly they will need to review the plan monthly to go over progression or changes that need to be made. Separately a strategic three year plan that feeds into the tactical one year plan will be created and ideally help build the following years budget plan. The goal is to have something to bring before the Board in April 2018.

### **SDIS Safety & Security Matching Grant Program**

Marston briefly explained that direction would be needed in determining what to target for the grant opportunity. Due to the current security camera project being conducted at the Ashland Public Library the Board chose to use the grant to assist with that project.

**MOTION:** Turner moved to direct staff to submit the Safety & Security Matching Grant Program through Special Districts Insurance Services using the Ashland Public Library security camera project as the reason for the grant submission. Shaw seconded the motion. The motion was passed unanimously.

### **OLD BUSINESS AND UPDATES**

#### **Amendment to Agreement for Library Technology Consulting Services**

Prokop briefly explained that Lucien Kress, Kress Consulting had been utilized for the 2020 Assessment and he would like to continue utilizing Mr. Kress.

**MOTION:** Prokop moved to approve the Amendment to Agreement for Library Technology Consulting Services. Doty seconded the motion. The motion was passed unanimously.

### **Lindberg Estate**

**MOTION:** Turner moved to list the property with Eric Poole, Full Circle Real Estate; request the Friends of the Ashland Public Library to publish an article in the newspaper with a specification of directing other potential property donors to JCLF; begin with an asking price of \$390,000 with a sealed bid format that is open for a three week period of time. Shaw seconded the motion. The motion was passed unanimously through a roll call vote.

### **Patron Cardholder Database**

Bloom's report consisted of two parts with the first being the information accumulated through the Integrated Library System and the second part consisting of statistics concerning expired patron cards and the accumulated fines associated with the expired cards which cannot be purged until the fines are either paid or waived.

Bloom also explained that about a year ago an agreement had been reached between the state Attorney General and credit companies regarding what could be reported to the credit bureau. Fines and fees are included in information that cannot be turned over. The collection companies do make contact to remind patrons of what they owe on their accounts.

Rahming and Bloom agreed to provide an aged report at the next Board Meeting to provide more information on when the fines had been accrued and to also provide a Fines Policy proposal.

### **COMMITTEE AND BOARD MEMBER REPORTS**

Facility Committee – The chiller at the Medford Branch Library needs to be replaced and it is recommended that the Capital Improvement Funds line within the 2017-2018 JCLD Adopted Budget be used to pay for the new chiller.

**MOTION:** Prokop moved to purchase a brand new chiller for the Medford Branch Library at an estimated cost of \$175,000.00 which would be paid for through the Capital Improvements Fund line item within the 2017-2018 JCLD Approved Budget. Shaw seconded the motion. The motion was passed unanimously.

After confirming compliance with Jackson County Facility Maintenance the Facilities Committee is modifying the Facility Maintenance Request procedures in an effort to streamline communication and simplify the process.

### **Adjourn**

Kiefer adjourned the meeting at 6:08 p.m.

/s/ Donovan Edwards

Recording Secretary