

MINUTES

ATTENDEES

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

Additional participants/attendees: Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (Administrative Assistant), Doug McGeary, President, SOHS, Pat Harper, Archivist SOHS, Eric Molinsky, Digital Services Supervisor, JCLS; David Haywood, Digital Services Associate, JCLS and Brenda Rosch (public),

CALL TO ORDER

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

CONSENT AGENDA

MOTION: Shaw moved to approve the minutes from September 14, 2017. Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Brenda Rosch, a long time library supporter, wanted to thank the District for opening up meeting spaces and programs that allow seniors, disabled, the typically homebound or homeless to participate and socialize with others that are in similar situations.

REPORTS AND PRESENTATIONS

Library Director's Report

Rahming reported completing an outreach event at the Medford Multicultural Fair utilizing software for the first time that provides the ability to remotely sign up new Patrons. This was very successful and the intent is to continue this at other community events in the future. There is optimism that a bilingual Early Literacy Outreach position may be filled soon. They are awaiting a decision by the candidate at this time.

By request Rahming explained that there are certain vendors who are willing to lease collection items. Typically libraries in an effort to reduce their "holds to wait" ratio will purchase many copies of newly released and popular books however after the popularity dies down the additional copies of books no longer need still take up valuable shelf space. With lease agreements many of these books can be returned to the vendor and a percentage of the original costs recouped.

Turner reiterated her encouragement to include job openings within the Library Directors Report; Rahming explained that while he would be willing to list the positions the accuracy is problematic because the position vacancies change frequently. Turner added that having a job vacancy list included in the report will help to determine whether the job offerings are competitive also reminding the Board that she continues to be concerned about employee salaries. Prokop suggested that with the frequency of the position changes that maybe picking a day of the month like the 15th to use each month would provide an acceptable solution in fulfilling a consistent Board request.

FY 17/18 First Quarter Statistics

Turner asked if there was an explanation for circulation numbers going down; Rahming explained that print circulation is down slightly and that electronic circulation is up significantly which indicates an increase in circulation rather than a decrease.

JCLF Report

Amy Drake, JCLF Executive Director reported that the Foundation was getting ready for the end of the year fundraising appeal which would focus on JCLS's Outreach to Childcare Programs, adding that funds raised would be used to purchase books that will be distributed to child care centers around Jackson County.

A reception honoring Mary Mastain (avid Ashland Public Library supporter), her son had donated a sum of money to the Ashland Public Library in honor of his mother's contributions.

NEW BUSINESS

FY 16/17 Report to the State Library

There were some questions regarding the Staff Expenditures numbers and it was requested an additional extension be requested to provide time for Rahming and Bloom to verify the information contained in the report and to get more clarification on what is included in the numbers.

Southern Oregon Historical Society (SOHS) Proposal

Doug McGeary, SOHS President briefly described his connection to SOHS and JCLD as a resident of Jackson County and introduced Pat Harper, SOHS Archivist. Ms. Harper explained that partnering with a Public Library system affords SOHS the chance to forego user fees, help promote JCLS services and add to the electronic collection of the libraries.

MOTION: Shaw moved to endorse the SOHS President to draft a contract that can be reviewed by the Board and discussed at the next Regular Board Meeting on November 9th, 2017. Additionally, the Library Director will provide pros and cons for the District partnering with SOHS. Turner seconded the motion. The motion was approved unanimously

Uncollected JCLS Fines and Fees

Bloom provided an Expired Patron Registrations with Uncollected Fines and Fees to the Board which was an update from what was provided in the Board Packet. Bloom explained that most materials and fines are paid within the first 120 days. Turner described the accumulated fees as "bad debt" that most business' would have written off already.

Staff Recommendation: Eliminating Library Overdue Fines

Bloom reminded the Board that one of the goals within the Strategic Plan was for 75% of citizens of Jackson County to say that the libraries enrich their lives but they need to have access for that to happen and eliminating fines would help facilitate that. She explained that overdue fines for books would still be charged to the Patrons account but after the materials are returned the fine would be waived and access would be granted again.

MOTION: Turner directed JCLS staff to bring back a revised Fines and Fees Policy that eliminates fines but continues to assess material fees until that item has been returned. Turner also included in the motion that as of January 1, 2018 the District will continue the practice of not tracking long overdue materials within the library data and that a corresponding resolution also be drafted for review for the next Board meeting. Shaw seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Lindberg Estate

With several offers having been received and the deadline being reached the Board chose to schedule an Executive Session at 4:00 p.m. Monday, 16 October 2017.

Executive Recruitment

Prokop brought up that many of the services that JCLD is immediately looking for may be accomplished by hiring an Executive Administrator rather than an Executive Director. He pointed out that many of the skills being listed within the job description fit an administrator role and that a Master of Library Services degree may not actually be necessary until the District moves to hire an Executive Director. Marston reported that JCLD was the only Special District in the region not represented on RVCOG's Public Managers group only because the District does not have a Public Manager currently and that given the credentials of those within that group the District would be well served in seeking someone with a Master's degree in Public or Business Administration. She offered that the title District Manager may be a better title for this position. Based on the agreement of the Board Kiefer stated that a vote would not be required and encouraged Prokop to continue with the recruitment.

RFQ for Legal Services

Turner stated that Bond Council should not be included within the scope of work due to the limited licensed Bond Councils available. Turner also expressed reservations about the importance of seeking a firm rather than an individual and pointed out the point system created was biased towards a firm. After some discussion it was determined that since most individual attorneys utilize or partner with other attorneys and firms anyways that the point system be modified more to highlight individual credentials and experience instead.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee (George Prokop, Chair) – A meeting will take place on Friday, 20 October 2017 and they hope to have some good information to bring to the Board in November. Turner requested that they also address the E Rate changes over the last couple years. Prokop answered that E Rate would be included within their report.

Adjourn

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

/s/ Donovan Edwards

Recording Secretary