

## 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: Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Kristin Anderson, JCLS Cluster Manager, Amy Drake (Executive Director, JCLF), Donovan Edwards (Administrative Assistant), Pat Harper, Archivist SOHS, Ron Sharp, IT Manager, Todd Frager (LS&S COO/CFO), Rick Simpson (Owner, Pathway Enterprises Inc), Hilary Zamudio (Huycke O'Connor Jarvis LLP, Attorney at Law)

### AWARDS AND PROCLAMATIONS

In honor of Marian Barker retiring after 49 years of service to the community and library patrons in Jackson County, Kiefer provided a plaque to help celebrate the occasion.

### CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:05 p.m.

### CONSENT AGENDA

**MOTION:** Doty moved to approve the minutes from October 12, 2017. Turner seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Pat Harper, Archivist, Southern Oregon Historical Society (SOHS) informed the Board that SOHS is applying to lease the Carnegie Building from the City of Medford. She stated the proposal would be due within the next couple weeks and part of the proposal would include letters of support. She also stated that an endorsement from JCLD would go a long way toward their potential acceptance as tenants. The goal is to move both archive and collection into the Carnegie Building if approved by the City of Medford. Other organizations are submitting proposals but as far as Ms. Harper is aware SOHS would be submitting their proposal as a single tenant. The lack of additional information such as contractual obligations and building status were causes for concern however after some deliberation Shaw suggested placing the topic on the agenda.

**MOTION:** Turner moved to add the SOHS proposal to lease space from Jackson County utilizing the Carnegie Building to the current agenda. Prokop seconded the motion. The motion was approved unanimously.

After placing the SOHS proposal to lease the Carnegie Building from Jackson County Kiefer announced that JCLD was aware of the proposal.

## **REPORTS AND PRESENTATIONS**

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

Prokop commended Rahming for the inclusion of staff positions and Turner asked Rahming to clarify that the Strategic Plan referred to on page ten of the Board packet was indeed the JCLD Strategic Plan which he did confirm.

### **JCLF Report**

Drake reported that in response to the recent JCLF/JCLD Joint Meeting that the first JCLF/JCLD Committee would meet on 29 November 2017.

## **NEW BUSINESS**

### **Collection Development Plan/Staffing Service Plan**

Doty reminded the Board and staff that during the recent Board Retreat that Hispanic Outreach was a topic of discussion in which the Board wanted to see increases in collection and the report provided within the Board Packet did not seem to address that issue. Bloom agreed that the funding amounts certainly need to be adjusted but determining what the collection needs to include based on community input needs to happen prior to purchasing materials. In January 2018, feedback from focus groups will be used to help determine what is needed which was also included within JCLD's Strategic Plan but has not been done until now. Turner stated that she would be willing to reallocate additional funds to the outreach programs but numbers needed to be adjusted citing a 13% Hispanic population within Jackson County but only a 1% budget allocation for the outreach program. She also stated that she would like to address materials costs in a public meeting to determine if LS&S would be willing to entertain a budget amendment based on the materials cost. Rahming explained that there is a misconception that the libraries need to have more Spanish literature arguing that the majority of the Hispanic population in Jackson County is English speaking and much more diverse and spending money on materials without research would not resolve the lack of materials, especially if they were not the correct materials. Prokop interjected stating that he wanted to support Rahming and the report as it exists and while the numbers may seem to be low, he would prefer to take a little more time to determine what materials are needed rather than to just pour money into the program based on numerical gaps the Board can see. Kiefer stated that with the inclusion of focus groups combined with the willingness to adjust the budgetary concerns and Turners recommendation that materials costs be looked at that it would be best to take time to allow the staff to collect the necessary information.

### **Library Card Registration Policies**

**MOTION:** Doty moved to adopt the Library Card Registration Policies. Shaw seconded the motion. The motion was adopted unanimously.

### **Social Media Policy**

**MOTION:** Shaw moved to adopt the Social Media Policy. Doty seconded the motion. The motion was adopted unanimously.

### **Cyber Liability Policy**

**MOTION:** Doty moved to adopt the Cyber Liability Policy. Shaw seconded the motion. The motion was adopted unanimously.

### **Pathway Proposal – Medford Day Porter Services**

**MOTION:** Doty moved to amend the current contract with Pathway Enterprises Inc. Shaw seconded the motion. It was noted that the amendment would cost a little over \$26,000 per year but \$13,000 for the current fiscal year. The contract is set to expire on June 30, 2018 however JCLD does have the option to

annually extend the contract for up to five years. Approximately two years ago a work crew was assigned to the Medford Branch Library to provide janitorial services during the day at no cost and was not covered within the contract. At the time it was a mutually beneficial assignment as it provided the library with much needed services and provided occupational and social therapy for the assigned workers. That crew is now being requested at another location with an offer of payment for those services. The \$13,000 for the remainder of this fiscal year would prevent that crew from being relocated. It was also noted that an updated contract proposal would be required for the additional \$26,000 per year. The motion was approved unanimously.

## **OLD BUSINESS AND UPDATES**

### **JCLS 2017 Report to the State Library - Update**

Kiefer announced that she and Turner had recently met with Rahming and Bloom to discuss the questions that had been brought up at the last Board Meeting and those questions had been answered.

### **Southern Oregon Historical Society (SOHS) - Proposal**

Kiefer explained that more time would be needed to review the proposal and after several questions were posed by Shaw, Kiefer advised that a committee be created with herself and Shaw combined with representation from SOHS. The committee would address questions and concerns from Board Members and library staff. Doty also expressed several concerns that were annotated by Kiefer which she stated would be addressed by the committee. Marian Barker, JCLS Youth Services Manager suggested public input be sought citing concerns being expressed by citizens about the use of District funds.

### **Central Point Bequest - Proposal**

Rahming and Anderson presented a proposal to the Board recommending a redesign of the physical space of the Central Point Branch Library to support technological literacy, collaborative learning and spark school success for young patrons utilizing the Central Point Bequest provided by Sandra Marks.

**MOTION:** Doty moved to approve the Central Point Bequest Proposal. Shaw seconded the motion. The motion was approved unanimously.

### **Lindberg Estate**

Shaw stated that Lindberg Estate sale is continuing to move forward.

### **Executive Recruitment**

Prokop announced that Kiefer and he had met with RVCOG's Human Resources Manager and Finance Department. The meeting was enlightening and provided clarity on several things to include the potential benefits packages available. A job description has been finalized and will be posted soon following the determination of where that job description will be posted. A job application template was provided by RVCOG and will need to be modified to fit JCLD's needs and that would be forthcoming.

### **RFQ for Legal Services**

Zamudio provided a summarization of Huycke O'Connor Jarvis LLP and a brief history of her career as an attorney citing her experience with public meetings law and land use from her work with Jackson County. Doty expressed her concern about the upcoming transfer of library buildings from the County to the District. Zamudio stated that she had spoken with JCLD's previous counsel and was familiar with the transfer of the buildings stating that she would be willing to work with him or take direction from the Board. Turner asked about legal presence at all Board Meetings citing that not all Boards have attorneys present at their meetings unless legal guidance is required. Zamudio stated that while initially her presence

would be beneficial as the Board and her become better acquainted that she didn't think she would need to be at all Board Meetings. After some Board discussion regarding the contact of references, Doty volunteered to contact them which was agreed to by the Board.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **Technology Committee**

Prokop explained that both Rahming and Sharp at his request created a "snapshot" of how projects are tracking within the budget and timeline. Moving forward the report will be updated monthly and provided to the Board quarterly.

Marston briefly explained the JCLD E-Rate Procurements and Discounts Report, summarizing the E-Rate benefits the District has received since it assumed responsibility for administering the Jackson County libraries in 2015.

### **Facilities Committee**

Doty reported that a meeting has been scheduled with Jackson County on January 9, 2018 in which the County will provide their budgetary anticipation of projects that are planned for the 2018-2019 fiscal year.

### **Advocacy Committee**

Doty provided minutes from the most recent Advocacy Committee meeting which detailed plans for regional meetings that are scheduled beginning with the Blue Ribbon Committee on January 9, 2018. The purpose of the regional meetings will be to provide a platform for both the District and communities to give updates and receive feedback or recommendations. The meetings will predominantly feature the Library Director and select staff and it is hoped that a member of the Board will also be willing to attend.

### **Adjourn**

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

/s/ Donovan Edwards

Recording Secretary