

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), Amy Drake (Executive Director, JCLF),

INTRODUCTIONS

Eugene Anderson, proposed purchaser of the 489 Allison Street property and Eric Poole, Full Circle Real Estate.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:07 p.m.

CONSENT AGENDA

MOTION: Shaw moved to pull the minutes from November 9, 2017. Doty seconded the motion. The motion was approved unanimously and Kiefer announced the minutes from November 9, 2017 would be placed under Consent Agenda. Doty moved to approve the Financial Report. Prokop seconded the motion. The motion was approved unanimously.

Shaw recommended the following adjustment to the November 9, 2017 Regular Board Minutes “After placing the SOHS proposal to lease the Carnegie Building from Jackson County Kiefer announced that JCLD was aware of the proposal.”

In addition Doty recommended a change under the JCLF Report to begin the second sentence as “Drake reported.”

MOTION: Shaw moved to approve the November 9, 2017 minutes as amended. Turner seconded the motion. The motion was approved unanimously.

REPORTS AND PRESENTATIONS

Library Director’s Report

Rahming announced that Hoopla is now available on smart televisions. There is concern that this will affect patron usage on their handheld devices but he is grateful that JCLS will be able to offer this feature. Notice of this new feature will be provided in the monthly E-Newsletter, Facebook and word of mouth. In response to concerns that the rural library staff was not as technologically savvy as their Medford counterparts, the Medford Reference Team will begin going out to the rural libraries to conduct training to help refine the staff’s reader advisory and reference skills. Rahming has also been asked to participate in Medford’s Martin Luther King celebration.

JCLF Report

Amy Drake, JCLF Executive Director reported that Maryanne Pitcher, Owner/Operator Inform Solutions which is a non-profit consultant business, Interim Director, Butte Creek Mill Foundation and has extensive community connections in the Upper Rogue, has joined the Foundation Board.

JCLD Audit Report

MOTION: Shaw moved to accept the JCLD Audit Report ending in Fiscal Year 2017. Turner seconded the motion. The motion was accepted unanimously.

NEW BUSINESS

Bibliocommons Demonstration

Prior to Bloom's demonstration Kiefer announced that it had been determined through numerous contractual questions raised by Hilary Zamudio, JCLD's Attorney and due to the fact that it is LS&S who has a partnership with the vendor and not JCLD that the contract is under LS&S and would not require JCLD's review.

Bloom described Bibliocommons as a discovery and exploration product that layers over the Integrated Library System (ILS) program already in use making it easier for patrons to navigate the existing online catalog and accessing files to enhance the overall experience.

With Bloom confirming the information Marston clarified that Bibliocommons is the company providing the service but the program being used is Bibliocore. Marston also clarified that it isn't adding content but rather making it easier to navigate. Through Bloom's demonstration she was able to show the improvements within the search options to include searching for collection items in Spanish and also stated that there is an add-on available to Bibliocore that changes everything on screen to Spanish as well.

Board Meeting Process

Turner suggested adding a one page Action Required cover sheet to items within the Board Packet that require Board action summarizing the key points such as budgetary information. In addition, Doty recommended that when it comes to policies that additional information be included such as location of the policy file and what regulation or rule that policy JCLD is complying with. Key points brought up in the discussion included ensuring that signatures are available on Board Packet submissions such as Attorney, Library Director and Executive Administrator to display all necessary parties have reviewed and approved the document prior to its submission. Prokop reminded Board Members to be mindful of the timeline that needs to be adhered to when it comes to the Board Packet being sent out.

Service Plan Update

Based on the recent contract amendment between LS&S and JCLD Rahming provided the Board Members with a Service Plan Update adding that part of that agreement was to include quarterly reporting. The original agreed upon template created previously wasn't quite as intuitive as Rahming felt was needed so he modified that template to satisfy the deliverable metrics highlighted at the 2017 Board Retreat. He also asked that if there are other modifications to please let him know.

Board Self Evaluation

Based on recommendations from Ruth Metz, Ruth Metz Consultants and Marston the required Board Self Evaluation was created utilizing Survey Monkey. It is an anonymous 67 question survey providing additional comments at the end and is estimated to take about 11 minutes to complete. Marston said she would send the link to the survey out to all Board Members and per Board discussion it was agreed that January 25, 2018 would be the deadline for completion. It was also recommended by Kiefer and agreed

upon by the Board that the results would be discussed at the February 8th, 2018 Regular Board Meeting. A concern Prokop voiced was that graphs do tend to hide individual concerns and that even with a Board majority not being concerned the issue still needs to be addressed, Marston offered that she does have the ability to pull outlying information from the report while still allowing it to remain anonymous.

OLD BUSINESS AND UPDATES

Lindberg Estate

Shaw announced that due to issues with the proposed owner of the Lindberg Estate gaining financing that there is a proposal for JCLD to carry the paper at 5%. The offer is \$100,000.00 down immediately, an agreed to amount monthly payment and a balloon payment at the six year mark.

MOTION: Shaw moved to amend the Earnest Money Agreement, extend the current contract which will be reviewed and supported by Hilary Zamudio, JCLD Attorney. Both Director Shaw and Director Prokop will also be updated. JCLD also included the following in the motion that they accept the offer of \$100,000.00 payment up front, a balloon payment in 6 years with a 5% interest rate. Additionally, Director Prokop has the support of the Board to sign the contract after all stipulations have been met. Prokop seconded the motion. In discussion prior to vote Mr. Poole added that there would be closing costs that would be paid for with the \$100,000.00 payment as a reminder that JCLD would not receive the exact amount which the Board understood. The motion was approved unanimously.

District Administrator Recruitment

Keifer announced that the job notice had been sent to all Board members and encouraged them to distribute it in places that may garner interest. Marston added that the job notice had also gone to several major sites to include OLA, League of Oregon Cities, Indeed and LinkedIn.

RFQ for Legal Services

MOTION: Shaw moved to approve the Legal Services Contract effective December 7, 2017. Doty seconded the motion. The motion was approved unanimously.

Southern Oregon Historical Society (SOHS)

Kiefer announced that she and Shaw had met with Mr. McGreary and Ms. Harper, from SOHS and in that meeting had expressed some concerns on behalf of the library staff regarding costs and other measurables. Which SOHS agreed to address in the contract. Additionally, a concern of operating hours to include expanding to the more patron friendly hours adopted by JCLD/JCLS was also agreed to by SOHS.

Advocacy Committee

The Blue Ribbon Committee (BRC) meeting with the Advocacy Committee will be on January 9, 2018 beginning at noon but the Advocacy Committee has chosen to cancel the other community meetings. The reasons behind this decision were that Advocacy Committee members felt there was not enough new information since the adoption of the Strategic Plan to update the communities, concern over attendance and some of the libraries had already scheduled meetings within their respective communities. Rahming explained that when he speaks with the communities he would prefer to have notable updates like new programs or building upgrades and while there have been many improvements many of them are cosmetic or are considered housekeeping items that really don't need to be addressed directly with each community.

COMMITTEE AND BOARD MEMBER REPORTS

Doty briefed the Board about a topic of conversation at the December 6, 2017 RVCOG Board led by Ian Horlacher, Region 3, District 8 ODOT Representative that distracted driving casualties have increased by

30% over the last year. Additionally, Michael Cavallaro, Executive Director RVCOG has proposed that RVCOG through working with USGS become an umbrella for the ShakeAlert Pilot Program and has listed the Jackson County Libraries as a key piece to that proposal, this is still in the proposal stage so she was not sure how it would affect the libraries or what role they would play.

Prokop discussed the process side of the Technology Committee's three year plan with Lucien Kress, Kress Consulting and more information would be forthcoming.

Doty quickly reminded the Board that the JCLD Facilities Committee would be meeting with Jackson County, Facilities Maintenance on January 9, 2018 and that it would be extremely helpful for the Board members to provide facility updates to the committee prior to that meeting.

Adjourn

Kiefer adjourned the meeting at 5:56 p.m.

/s/ Donovan Edwards

Recording Secretary