

## MINUTES

### EXECUTIVE SESSION

An executive session was held at 3:00 p.m. pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Board came out of executive session around 3:55 p.m. and no decisions were made. After a brief recess, the Board President reconvened the group for the regular Board meeting.

### 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 (District Administrator), Kari May (Library Director), Laura Kimberly (Assistant Library Director), Crystal Stroud (Operations Manager), Leigh Blair (Central Point Branch Manager), Jennifer Giltrop (Chief Library Officer), Denise Galarraga (Regional Library Director, LS&S), Donovan Edwards (Administrative Assistant)

### CALL TO ORDER

President Susan Kiefer called the regular meeting to order at 4:02 p.m.

### INTRODUCTIONS & PROCLAMATIONS

May introduced Brystan Strong, Youth Services Coordinator. Ms. Strong has been working for JCLS for about five years and was recently promoted to the new position. May also announced that Terri Kilburn, Lower Rogue Cluster Manager, would be taking part in presenting the Director's Report later on in the meeting. Giltrop announced that Eva Strong, LS&S Chief Human Resources Officer, was not able to attend today's meeting due to illness.

### CONSENT AGENDA

**MOTION:** Shaw moved to approve the minutes of the October 11, 2018 regular board meeting, financial report and the Library Strategies Proposal. Doty seconded the motion. The motion was approved unanimously.

### REPORTS AND PRESENTATIONS

#### Library Director's Report

May reported that the new Assistant Library Director for Administrative Services had been hired and would begin December 3<sup>rd</sup>, 2018. She is coming from Bonita Springs, Florida where she has worked within a county library system for the last ten years. Before that she was a trainer for Innovative Interfaces, Inc., which later acquired the Polaris ILS (Integrated Library System).

The Ashland and Central Point Friends of the Library are holding silent auctions. Several references to JCLS in the national media have occurred recently. One mention that had not been included in the report was noted by Kristin Anderson, Ashland Branch Manager. In the October issue of the National Geographic Ann Curry wrote an article about Japanese internment camps during World War II. The article begins with "Who would have thought in a little public library in Ashland, Oregon I would have found this article about Japanese internment camps?"

Joshua Commander, Digital Services Associate has created two tutorials on the new catalog. Ryan Bradley, Marketing Coordinator, visited all 15 libraries and conducted an appearance audit. He is working with the branch managers to create uniform signage and to ensure the displays are kept up to date. He is also looking at JCLS's strategy for posting on social media.

Kilburn reported on events that have taken place recently at the Lower Rogue Region (Rogue River, Applegate, Jacksonville and Ruch) branch libraries.

Doty shared that she and May would be meeting with Danny Jordan, Jackson County Administrator, on November 28<sup>th</sup>, 2018. May added that she would be a guest speaker at the next Rogue Medford Rotary and would be speaking on what services JCLS is providing to meet community needs today and into the future.

### **Quarterly Statistical Report**

May reported that based on feedback she received she has created a one page summary taking the numbers that staff believe are significant. The three categories that caught their attention were Circulation, Program Attendance and New Patrons.

The Board and Library Director discussed the numbers provided on pages 37 and 39 of the Board packet. Turner said that the data was confusing and didn't seem accurate to her. Prokop recommended reformatting the page to reduce the confusion. Kiefer noted concern for the decrease in the number of programs. May responded that attendance was up overall and that having fewer of the same programs while having higher attendance was more economical. Turner noted that in the Door Count by Branch spreadsheet on page 39, Central Point seemed to be high. May stated that it appeared to be a mathematical error.

### **Jackson County Library Foundation (JCLF) Report**

Drake reported that producing the Annual Appeal for 2018 took up much of her time in October and announced that it would reach mailboxes the week after Thanksgiving. Sharon Kodak is terming off the Foundation Board. She will be greatly missed. JCLF is also updating its IRS Form 990 format to be a more donor-centered document.

Two unexpected donations have come in over the last couple weeks: 1) a \$10,000.00 donation from the Finstrom fund to support Outreach to the Homebound; and, 2) a donation from the Friends of the Gold Hill Library for \$7,500.00, restricted to the Gold Hill Branch Library. Drake says that she will work with both May and the Gold Hill Branch Manager to determine the best way to use the funds and properly recognize the Friends of the Gold Hill Library for their contribution.

### **Report on Meeting with Todd Frager, CFO/COO LS&S**

Referencing her memo to the Board, which was included in the Board packet, Kiefer summarized the meeting she, Prokop and Marston attended with Todd Frager on October 4, 2018. Turner voiced her concern that the Board had not yet formalized their consensus not to renew the contract with LS&S as it is currently written. Shaw concurred. After a brief discussion, a consensus of the Board was reached to place the LS&S contract question on the agenda for the December 13, 2018 regular Board meeting and to include in the Board packet a draft of the letter to be sent to LS&S.

## **NEW BUSINESS**

### **Public Records Policy**

Marston explained that recent legislation required an update of the District's existing Public Records Policy.

**MOTION:** Shaw moved to approve the Public Records Policy. Doty seconded the motion. Turner questioned the Fees for Public Records of \$25. Marston stated that she believes the current statute lists \$25, but would want to review the statute to confirm. Shaw and Turner suggested the policy be revised to read that the “fees be limited to actual costs and no more than what is allowed by statute.” Doty seconded the motion as amended. The motion to approve the Public Records Policy, as amended, was approved unanimously.

### **Fund Balance Policy**

**MOTION:** Turner moved to approve the Fund Balance Policy. Shaw seconded the motion. The motion was approved unanimously.

### **District Administrator Contract/Evaluation Committee**

Kiefer explained that there were two issues: first, an evaluation committee needs to be created; and second, the District Administrator’s employment contract needs to be extended; otherwise, the Rogue Valley Council of Governments (RVCOG) will not continue to process the Administrator’s payroll and benefits.

**MOTION:** Turner moved to authorize the Board President to amend the District Administrator Contract with Lisa Marston, extending the contract to March 2019. Doty seconded the motion. The motion was approved unanimously.

After some discussion, it was agreed that Prokop would assist Marston and May with creating an evaluation form that would be brought back to the Board in December.

### **OLD BUSINESS AND UPDATES**

#### **Active Cardholders and Registered Borrowers**

May referred the Board to the document in the Board packet that included cardholder definitions as well as guidelines for purging patron records. May stated that, while the definitions of the terms had not changed since the last time she had brought this topic to the Board, she was able to provide where those definitions came from with more confidence.

**MOTION:** Doty moved to approve the Active Cardholders and Registered Borrowers definitions as presented. Turner seconded the motion. The motion was approved unanimously.

### **COMMITTEE AND BOARD MEMBER REPORTS – 1:16:55**

#### **Facilities Committee**

Doty announced the following recommendations were made at the most recent Facilities Committee meeting.

- Since she does not intend to continue serving on the Board after June 30, 2019 it is recommended that a Board member who will be serving after July 1, 2019 join the committee now and be available if at all possible for the annual budget meeting with Jackson County on November 30<sup>th</sup>, 2018 from 9 – 11 a.m. at the Jackson County Courthouse.
- For the Board to create a committee that will recommend how the libraries will operate after 2020. The committee should consist of a Board member, the JCLS Library Director, the JCLD District Administrator, and a consultant with a library administration background and added that it also might be beneficial to add representatives from both Jackson County and RVCOG.

Next, Doty reported that the Facilities Committee had approved renovations in the Business Office at the Medford Branch Library and felt it important the Board be aware of these requests and supported the Board voting on similar building renovations in the libraries in the future with staffing additions still pending. Shaw recommended that the review and approval of renovations fall on the District Administrator. Prokop added that a line item in the budget already existed with funds already set aside for renovations and should a renovation request be submitted that exceeds the \$40,000, the District Administrator would then bring it to the Board.

Marston suggested capturing this process in a written policy; Shaw consented. The Board discussed the concern for continuity on the Facilities Committee which will be heavily involved in the future of all 15 library buildings currently owned by Jackson County. The Board suggested that the continuity fall to the District Administrator and that Doty continue to serve on the Facilities Committee until a new Board members is appointed in July 2019. It was also agreed that there will be a need down the road to hire consultants to advise on facilities planning and assess space needs, keeping in mind current demographics, trends and maps.

### **Technology Committee**

May reported that the 2018-2020 Technology Plan had been updated with revised timelines, adding that, with the Central Point Spark Space up and running, the next project is in progress. Additional activities reported by the Technology Committee included the following:

- Six (6) Kindles are being purchased with books preloaded for patrons to check out.
- Both Chromebooks and PC laptops will be available in February 2019. The goal is to determine which of the two devices—Chromebooks or laptops—are preferred by patrons.
- A television is on order to replace the projector in the staff conference room. The goal is to determine whether televisions or projectors provide superior functionality in our conference rooms.
- One hundred and seventy (170) staff computers have been ordered, and the IT Department is on schedule to have them installed by the end of the month.
- VOIP phones are now installed and in use by staff at the Ashland, Medford and Rogue River branch libraries.

### **Adjourn**

Kiefer adjourned the meeting at 5:59 p.m.

/s/ Donovan Edwards

Recording Secretary