

## 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), Todd Frager, LS&S CFO and COO, Laura Kimberly (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (Administrative Assistant),

### CALL TO ORDER

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

### INTRODUCTIONS

Rahming introduced both Megan Pinder, Early Literacy Bilingual Specialist and Terra McLeod, Assistant Medford Branch Manager. Pinder is one of the five new positions funded through the Strategic Plan which was authorized by the District. McLeod will primarily deal with the high volume of incident reports but will also assist with a smooth operational flow which will allow Laura Kimberly, Assistant Library Director to serve in a higher administrative capacity.

### CONSENT AGENDA

**MOTION:** Doty moved to pull the minutes from January 11, 2018. Turner moved to approve the Financial Report. Doty seconded the motion. The motion was approved unanimously.

Doty requested adding to the SOHS paragraph "Shaw indicated concerns of staff had been addressed in the agreement."

Kiefer stated that under JCLD Hours Increase the first sentence in Doty's motion "is to comply with the OLA Standards for each of the 15 population areas."

**MOTION:** Shaw moved to approve the January 11, 2018 minutes as amended. Turner seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Brenda Rousch addressed the Board regarding JCLD's Board Self-Assessment. She described the District as hard working with active committees and commended the Board for their continued work.

### REPORTS AND PRESENTATIONS

#### Library Director's Report

Rahming reported about his presentation to the American Association for University Women. He said it was an honor to participate and it was a great networking opportunity.

In addition, Rahming reported that until recently the majority of the homeless population was in Medford and Ashland however there are more and more patrons who are experiencing homelessness in places like

Talent and Phoenix. Staff is being equipped with the necessary resources to assist and are “putting their heads together” to see what they can do to address this issue.

### **JCLF Report**

Drake announced that Kevin Keating has joined the JCLF Board. She also reported that the Foundation has had some press coverage over the last month which included a television interview regarding Baby’s First Book program. This program is currently on hiatus however now with funding being available the goal is to restart that program this Spring. There was also an interview in the Rogue Valley Messenger which went over the Foundations purpose, what they fund and the libraries position within the community. Drake also had the opportunity to attend the Josephine County Library Districts reopening celebration.

### **NEW BUSINESS**

#### **Agreement to Participate Letter to RVCOG (ShakeAlert)**

Kiefer said that RVCOG has asked its constituents to participate in the ShakeAlert program. Doty added that Michael Cavallaro, RVCOG Executive Director has been a tremendous leader in pushing this program forward. Kiefer asked Laura Kimberly, JCLS Assistant Library Director to weigh in on behalf of the Safety Committee. Kimberly said that participating in ShakeAlert is in line with the Medford Natural Hazard Mitigation Plan which was put together with FEMA. She added that Eric Dittmer, Professor Emeritus of SOU had recommended that as community centers the libraries should have this program.

**MOTION:** Shaw moved to approved JCLD’s participation in ShakeAlert with RVCOG. Turner seconded the motion. The motion was approved unanimously.

#### **Literacy Wall Proposal (Talent)**

Rahming explained that typically when requesting funds he would have both quantitative and qualitative data but for this he merely wanted to appeal to the Board to invest in the relationship developing between the library and the City of Talent. The mural will be based on early literacy and it will aesthetically improve the appearance of the city. Kiefer stated that while she was onboard with the proposal she wondered if other organizations would also be interested in contributing. She mentioned the previous Friends of the Talent Library group that had turned funding over to Oregon Community Foundation (OCF) prior to dissolving. Todd Frager, LS&S CFO and COO announced that LS&S would be matching funds.

**MOTION:** Turner moved to approved JCLD to pay \$2,000.00 which will be matched by LS&S leaving the remaining amount of \$1,576.39 to be paid through contributions from the community, Friends of the Library and the OCF for the mural that will be located on the south facing side of the Dollar General in Talent, Oregon. Doty seconded the motion. The motion was approved unanimously.

#### **JCLD Board Self-Assessment**

After briefly reviewing the Board Assessment results Prokop said that the Board is very much aligned where there are areas of opportunity. One of the lowest ranking sections which was related to organization, is already being addressed. An example is that the Library Director does not report to the Board. A couple of issues that were raised were clarifying the expectations of committee and the role of the Board Chair. These issues can be resolved by discussing it as a Board and he believes that Ruth Metz, Ruth Metz Associates is going to go through the assessment and identify those. The most concerning for him was that underlying trust issues exist within the Board and those need to be dealt with. Based on the results, Metz is proposing that she conduct one on one phone calls with Board Members to get a little more background on some of the responses found within the assessment and follow that up with a meeting that she can facilitate. Kiefer added that there were some responses that were ambiguous and Metz would like to clarify those answers or reasons behind the response. Metz would also address the underlying trust issues and how it

would look once those issues are resolved and how would the Board know if they were resolved. Kiefer also said that the District has a Strategic Plan but the Board does not and this might be a good opportunity to see how things are going with the two prong plan and how the development of being more of a governing board is going.

Turner recommended that a study session of about an hour or so to give the Board time to consider her findings for Oregon Library Association (OLA) standards which she has been working on through the OLA Evaluation Committee.

Doty expressed that Metz is great at dealing with the OLA Standards but the issues that need to be talked about are interpersonal relations and she wondered if bringing someone else in to work on that would be a good idea. She recommended that the Board meet and decide what it is they want to work on and whether that pertains to OLA Standards or interpersonal relationships.

Shaw said that she believed that it is a little early on the trust issue because the Board is really just starting to work together. Compared to other Boards she has served on the JCLD Board is a well-functioning Board. There is polite disagreement which is appropriate and for the most part everyone has handled directives.

Kiefer stated that she was pleased with the assessment results. While there are some issues they are small and she wouldn't want to invite Metz down here just to discuss the interpersonal relationships. She would recommend including her to discuss the Board business plan and where the Board wants to go.

Prokop said that bringing Metz in to discuss the strategic plan for the Board including addressing some of the things highlighted in the self-assessment along with the things that Turner has within her report makes perfect sense to him but the Board should not ignore the pointers on trust issues and not allow them to fester and become worse.

Following some Board discussion it was decided that the Board would hold a work session on March 16<sup>th</sup>, 2018 with Metz facilitating. Kiefer asked the Board Members if they would be willing to speak with Metz on the phone clarifying responses to the self-assessment and any other subjects that would assist in setting up the work session and there were no objections.

## **OLD BUSINESS AND UPDATES**

### **2018 Medford Comic Con Update**

Kimberly handed out two posters that would be printed and distributed to the public which were designed by a RCC Intern. Over 80 vendors are expected which is 20 more than 2017 and 30 workshop applications have been submitted. Because the event has been extended to two days there are more things involved such as insuring the event and placing a refundable cleaning deposit.

Prokop asked if there was a document that outlined the goals and successes and how they are established. He provided a couple of examples to explain the importance of having those measurable such as having a certain amount of vendors to highlight establishing partnerships. Kimberly responded by explaining that geocaching would be taking on a greater role which is expected to bring in people that would not normally come to the library and are not familiar with the library's collection or services. This will be accomplished through geocaching at the event. Additionally, a commemorative library card will be available that can be tracked through Polaris after the event to determine if the new patrons are continuing to come to the library. Kimberly added that these were things that were mentioned at the Board Retreat. Staff will work to determine how each of the events ties into the strategic plan.

Prokop said that he would like to see a one page summary of the top objectives and how they will be measured. Rahming said that the summary would be included in the Library Directors Report for the Regular Board Meeting in March.

### **Southern Oregon Historical Society (SOHS) Contract**

**MOTION:** Shaw moved to approved JCLD entering into contract with SOHS. Turner seconded the motion. There was some discussion on how the contract and future contracts should include an area that legal counsel could sign off on to prove that it had been reviewed for legal sufficiency. Zamudio stated that she would like to work with Kiefer and Marston to establish a consistent format for doing that. The motion was approved unanimously.

### **Budget Committee Member Extension**

Kiefer announced that Pat Ashley's term on the Budget Committee was expiring but Ms. Ashley is willing to extend her time on the Budget Committee if the Board was in agreement. In addition, she informed the Board there was still one open position on the Budget Committee. Marston confirmed that the position was posted on the District website and had been sent to all libraries via Crystal Stroud, Business Office Manager. Edwards confirmed that the position would be listed within Mail Tribune's Sunday, February 11, 2018 newspaper.

Shaw recommended setting a two term limit to provide more opportunity for more members of the public to participate. Kiefer stated that the Policy Committee could draft a policy that would also include outlining the process of finding Budget Committee Members and include a two term limit.

The Board discussed criteria to be used by Board Members to determine Budget Committee Members such as geographical diversity and having a financial background. Doty volunteered to forward previously used criteria and Kiefer suggested that at the next Agenda Planning Session a draft of criteria could be created for Board Members to review.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **Technology Committee**

Prokop reported the Technology Committee met recently and will meet again Wednesday, February 21, 2018. Progress continues as they are moving forward with creating a Three Year Plan and Operating Plan for next year.

Prokop thanked Bloom for her work on the Edge Assessment and asked if she would be able to provide a presentation at the Regular Board Meeting in March which Bloom agreed to.

### **Facilities Committee**

Doty handed out a packet that included budget information from the County and the flyer that went out to the Blue Ribbon Committee. Two large projects at the Medford Branch Library that should be complete by July is the chiller replacement and sealing the masonry walls which needed to be done ahead of schedule.

### **Adjourn**

Kiefer adjourned the meeting at 5:45 p.m.

/s/ Donovan Edwards

Recording Secretary