

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), Laura Kimberly (Assistant Library Director), Amy Drake (Executive Director, JCLF), Donovan Edwards, (JCLD Administrative Assistant), Todd Frager (CFO/COO LS&S)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 16:02 p.m.

INTRODUCTIONS & PROCLAMATIONS

At Kiefer's request Todd Frager, CFO/COO LS&S introduced Jennifer Giltrop, Chief Library Officer and Denise Galarraga, Regional Director.

CONSENT AGENDA

MOTION: Shaw noted a correction on page 4 within the second motion that was for an alternate Budget Committee Member. Doty moved to approve the minutes from the March 8, 2018 Regular Board Meeting, as amended, and Financial Report. Shaw seconded the motion. The motion was approved unanimously.

Doty requested a preliminary budget discussion at the May 10, 2018 Board Meeting to provide time to the Board Members to discuss priorities. Marston stated that provided it is a general conversation that it should be fine. She also said that there are pieces to the budget such as the Technology and Facilities budgets that she doesn't see an issue with if the Board chose to discuss that for gathering information only.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Katherine Harris addressed the Board regarding landscaping at the Phoenix Branch Library. Ms. Harris provided pictures of the various issues regarding the landscape including unwanted items being tossed over the fence next to the library. Ms. Harris agreed to provide the pictures and discuss the landscape with Doty following the meeting.

REPORTS AND PRESENTATIONS

Library Director's Report

Kimberly reported on topics covered within the Library Director's Report. Kimberly announced that Julie Drengsen, Reference Librarian, would be the Southern Oregon Historical Society point of contact for JCLS. Kimberly reported JCLD had recently received an invoice for security services covering Medford Comic Con which was over \$6,000.00. Kiefer asked if that had been part of the budget previously approved by the Board. Kimberly said that cost of security had been included however this exceeded earlier expectations by \$4,000.00. She added that what had not been taken into consideration were items such as overnight security costs and how much security would be required per the expected amount of event attendees.

MOTION: Doty moved to authorize an additional \$4,000.00 to pay for the security services required for Medford Comic Con. Shaw seconded the motion. The motion was approved unanimously.

Turner noted that the staffing report was missing and requested it be included. Turner inquired about the status of Bibliocommons. Bloom reported that validation of the program will begin on or about May 15, 2018. Kiefer asked when the program would be available to the public. Bloom said that the time frame could improve based on the validation process but for now it is expected to go live in July or August 2018.

Kimberly and staff will update the information included in the Progress Report for Strategic Goals.

JCLF Report

Drake gave a brief explanation of the \$28,000.00 in funds JCLF released over the last two months and what some of those funds were dedicated to.

Memorandum of Understanding (MOU) with JCLF and Various Friends Groups

Kiefer requested moving the MOU discussion up the agenda and asked Drake if she could provide an update. Drake reported that the MOU's have four parts: 1) Friends MOU with JCLD; 2) Friends MOU with JCLD with amendments (Drake used the Medford Friends Group that operates the Friends Book Store inside the Medford Branch Library as an example); 3) the JCLF-JCLD MOU; and 4) the Friends and JCLF MOU. The JCLF-JCLD MOU has been reviewed and revised by the JCLF Board and is ready for the next step. The Friends-JCLD MOU was brought to the Presidents Forum, and a couple of key pieces are still under debate. The MOU Committee had decided not to draft a Friends-JCLF MOU until the other MOUs with the District had been drafted.

Drake stated that she would send the draft MOU to Edwards for dissemination to the Board.

Quarterly Statistical Report

Bloom began by highlighting a note on the Library Directors Report under Digital Services from a patron who was able to utilize a hot spot checked out from a Jackson County library to find employment.

Bloom announced the recent release of the new Event Guide which has library events for April and May 2018. This is the first time this has been done but she says it turned out great and thanked Kyna Moser, On-call Marketing, and Jason Maki, Marketing Coordinator, along with other staff for providing the necessary information.

Board Members, Bloom and Kimberly discussed the areas of concern within the report such as circulation, holds ratio and teen statistics. Doty noted the statistics regarding teens were low and Kimberly explained that a temporary Library Associate would be hired to focus on Summer Reading and system wide programs throughout the branches.

NEW BUSINESS

Appointment of Facilities Committee Member

Per Doty's request Ms. Rosch provided a brief personal background.

MOTION: Doty moved to approve Brenda Rosch as a Facilities Committee Member. Turner seconded the motion. The motion was approved unanimously.

OLD BUSINESS AND UPDATES

District Administrator Update

Kiefer reported that interviews for the District Administrator had been completed and the Board was ready to formally announce their selection of Lisa Marston, as the new District Administrator. Marston had some

specific requests she wanted written into the contract. Kiefer stated what those requests were and each Board Member offered their recommendations and expressed their concerns based on those requests.

MOTION: Doty moved to approve JCLD hiring Lisa Marston as District Administrator at \$85,000.00 per year with a potential increase of an amount to be determined in six months, \$750.00 per month for insurance and health benefits, 10% of the annual salary into retirement that will be reevaluated in six months and four weeks of vacation per year and travel reimbursement. Shaw seconded the motion. Turner stated that the contract would be finalized at the May 10, 2018 Regular Board Meeting. The motion was approved unanimously. Kiefer stated that the six months would begin from the date of hire which will be when the contract is finalized.

Technology Plan Update

Prokop provided a Technology Plan Update summary. The technology plan matches up with the broad strategic objectives and places more focus on STEAM or Makerspaces and Kindles, laptops and/Chrome books for checkout. Much of the discussion regarding the Technology Plan has been about marketing and training, which the Technology Committee does not control. When the action plan is created Prokop would like to see regular reports provided to the Technology Committee adding that the plan's success will be determined by those implementing the programs and the staff being properly trained.

Prokop said that now that a budget is in place, the next step is to continue shaping the action plan. LS&S and staff will be provided a skeleton action plan with completion date goals and other key elements allowing others to fill in the body of work.

COMMITTEE AND BOARD MEMBER REPORTS

RVCOG Board Meeting Brief

Doty provided a summary of topics recently discussed at the RVCOG Board meeting to include a Rural Broadband Strategy being developed by Microsoft, the Continuum of Care (CoC) through the City of Medford, the ShakeAlert Pilot Program and the Oregon Clean Power Cooperative which RVCOG is working with to eventually install solar power at their facility.

In response to a question from Turner, Marston clarified that the technology for Rural Broadband is different than the current Hot Spots being provided by JCLS to the community.

Doty said that it was her hope that over the next month the Board would consider potentially contributing to the CoC, which is looking at all levels of housing needs, and that a contribution to them would be a "good neighbor" act.

Evaluation Committee

Turner said she and Ruth Metz, Ruth Metz Associates, continue to work on the report and she hopes to have that ready for the next agenda.

Adjourn

Kiefer adjourned the meeting at 17:45 p.m.

/s/ Donovan Edwards

Recording Secretary