

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), Jennifer Giltrop (Chief Library Officer, LS&S), Denise Galarraga (Regional Library Director, LS&S)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:06 p.m.

INTRODUCTIONS & PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes from the April 12, 2018 Regular Board Meeting and Financial Report. Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

REPORTS AND PRESENTATIONS

Library Director's Report

Kimberly covered some of the topics within the Library Director's Report, highlighting that ten staff attended the OLA Conference in Eugene, Oregon, and since October 2017, the Digital Services Staff have doubled the number of appointments originally projected.

Turner asked Kimberly if she could provide the percentage of elementary schools the libraries are involved with for the Booktalk Program.

JCLF Report

Drake said JCLF continues to raise funds for the Spark Space at the Central Point Branch Library. JCLF is looking into bringing a renowned author to Jackson County as a signature event but that will not be until at least 2020. She said they are also looking at doing a signature event in 2019 but are not ready to release details yet.

System Wide Statistical Trends

The Board had several recommendations for the statistics report, including using a different scale on the Y-axis that would provide a clearer picture of the numerical differences, as well as incorporating Excel's trend analysis tools, when appropriate. Prokop suggested it would be helpful to see not only internal statistics, but also external statistics showing where JCLS performs on key metrics in relation to the national average or comparator libraries.

Strategic Plan Update Tracking Tool

Given the choice Board Members said they preferred the more detailed tracking document provided in the packet, but also recommended a chronological order so that the action items with near-term deadlines would be addressed first, followed by those with later completion dates. The Board was asked to provide Kimberly with feedback on the new tracking tool by May 17, 2018.

JCLD OLA Standards Review 2018

This item was removed from the agenda and will be presented at a future Board meeting.

NEW BUSINESS

Subscription for Gale Courses and Brainfuse

In response to the staff proposal included in the Board packet, a number of Board members asked what strategic goals staff hoped to achieve and how success would be measured. The impact on the materials budget was also discussed. Doty asked if additional positions would need to be created to handle the new workload. Giltrop explained that, while the Digital Services staff would have to train patrons and existing staff, no additional hiring would be required. Galarraga estimated between 300 and 500 users per month for these online services, many of whom would be repeat users since these tools are often used for ongoing projects. Giltrop stated that marketing will be very important, noting that each patron's need is unique and individualizing the marketing will help promote more programs. Doty asked if these databases were in use in other locations such as schools and employment centers, adding that workforce development is a high priority in this region. Giltrop said that these databases are common in other libraries, and suggested that staff resubmit the proposal so that the items requested by the Board can be addressed.

Amendment to Pathway Contract

MOTION: Shaw moved to approve the amended contract with Pathway Enterprise, Inc. Doty seconded the motion. The motion was approved unanimously.

FY 2018-2019 Accounting Services IGA with RVCOG

MOTION: Turner moved to approve the Intergovernmental Agreement with RVCOG for Accounting Services. Doty seconded the motion. The motion was approved unanimously.

FY 2018-2019 Administrative Services IGA with RVCOG

MOTION: Doty moved to approve the Intergovernmental Agreement with RVCOG for Administrative Services. Turner seconded the motion. The motion was approved unanimously.

OLD BUSINESS AND UPDATES

District Administrator Update

MOTION: Doty moved to approve the employment contract to hire Lisa Marston as the District Administrator. Shaw seconded the motion. The motion was approved unanimously.

JCLD Additional Hours Update

Giltrop recommended a work session be added to the schedule that would provide an opportunity to study the additional hours issue in depth. After some discussion the Board chose to have the JCLD Additional Hours Work Session at 1:00 p.m. on July 9, 2018.

Library Director Interviews

MOTION: Shaw moved to place the Library Director Interviews on the agenda. Doty seconded the motion. The motion was approved unanimously.

Kiefer proposed June 5th and June 6th, 2018 as dates to conduct Library Director Interviews. Giltrop agreed with Doty's request that LS&S forward application packets of the approved candidates to the Board in advance of the interviews.

COMMITTEE AND BOARD MEMBER REPORTS

RVCOG Board Meeting Brief

Doty distributed paperwork summarizing recent Facilities Committee and RVCOG Board meetings. Doty recommended that committee reports be placed earlier in the agenda, under Reports or New Business. Kiefer stated that the request would be discussed at the next Agenda Planning Session.

Adjourn

Kiefer adjourned the meeting at 6:05 p.m.

/s/ Donovan Edwards

Recording Secretary