

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, George Prokop, Eric Dziura.

Additional participants: Kari May (Library Director), Carey Hunt (Asst. Director), Claudine Taillac, (Asst. Director), Brystan Strong (JCLS Youth Services Coordinator), Sandy New (Executive Director, JCLF), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant).

CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 4:00 p.m.

INTRODUCTIONS & PROCLAMATIONS

Vice President Cathy Shaw on behalf of the JCLD Board proclaimed October 20-26, 2019 as National Friends of the Library Week (Board Packet, page 2).

CONSENT AGENDA

MOTION: President Kiefer moved to approve the Consent Agenda. Director Prokop seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None

REPORTS AND PRESENTATIONS

Library Director's Report

Kari May, Library Director, provided a summary of the Library Director's Report (Board Packet, page 11). In reference to the potential partnership for reciprocal borrowing with Josephine Community Library District and Rogue Community College (page 13), Board Members expressed concern that adding entities to the user list would increase hold times. May acknowledged the concern and assured the Board that initial discussions were as far as things had gone but work and research would continue.

Summer Reading Program

Brystan Strong, Youth Services Coordinator, provided a summary of the Summer Reading Program Report, highlighting the choice to track books and/or hours as one of the ways the program is trying to make it easier for everyone to participate (Board Packet, page 20).

JCLF Report

Sandy New, JCLF Executive Director provided a copy of their fall newsletter. No questions were asked regarding the JCLF Report (Board Packet, page 22).

2020 Transition Report

Marston referenced the deliverables that have a "behind schedule" status on the 2020 Transition Report (page 24), explaining that the delay stems from HR Answers, who got a later-than-expected start on our project due to workload issues. However, since HR Answers has extensive experience in the industry, especially with compensation, they should be able to catch up quickly and deliver on the overall project. Director Prokop noted that items listed as behind schedule would likely effect other items on the schedule.

Shaw acknowledged the point made by Prokop and reminded everyone to be mindful of the cascading effects that come with changes to the schedule.

Dziura requested revisiting a previous point about the status of hiring the library director, saying that his understanding was that this had not been done. May explained that the report was misleading as written and that the process of selecting the Library Director was completed but not the contract itself. Afterward, Marston clarified the distinction and agreed with the suggestion that both the hiring process for the Library Director and the Board's approval of the Library Director's contract should be listed as separate milestones. After further discussion May said a draft contract would be brought to the Board in December.

NEW BUSINESS

Integrated Library System (ILS) Proposals / Master Services Agreement with LS&S

After some Board discussion and concerns raised about the documents, the Board decided additional changes would need to be made, with final documents expected at the November 21, 2019 Board meeting.

Revision to Proposal for Additional Staffing

After some Board discussion and questions regarding the job descriptions, May explained that the job descriptions would be proofed following the approval of the proposal in principle.

MOTION: President Kiefer moved to approve the revision to the proposal for additional staffing. Director Prokop seconded the motion. The motion was approved unanimously.

Board Conflict of Interest Policy

MOTION: Director Turner moved to approve the Board Conflict of Interest Policy. President Kiefer seconded the motion. The motion was approved unanimously.

Displays, Exhibits and Bulletin Board Policy

MOTION: Director Kiefer moved to approve the Displays, Exhibits and Bulletin Board Policy. Director Dziura seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee – Carey Hunt, Assistant Library Director provided a summary of the three main areas of focus for the committee:

- Converting public computers to a centralized system will enable more accurate monitoring of usage levels.
- The final quote is expected soon for the people counters. Moving away from the current system will provide a much more accurate count and easier access to the information.
- Training is being conducted monthly based on a resource or technology skill.

NEXT MEETING

The Board will hold a Work Session in the Adams Meeting Room on Thursday, November 14, 2019. The next regular board meeting will be held in the Adams Meeting Room on Thursday, November 21st, 2019.

ADJOURN

Vice President Shaw adjourned the Regular Board meeting at 6:00 p.m.

/s/ Donovan Edwards

Recording Secretary