



## MINUTES

### ATTENDEES

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

Additional attendees: Jennifer Giltrop (LS&S); Kari May (Lib Dir), Carey Hunt (Asst Lib Dir), Claudine Taillac (Asst Lib Dir), Sandy New (JCLF Exec Dir), Kira Lesley (SOHS Archivist), Kevin Keating (JCLD Budget Committee), Robert Felthousen (RCC Lib Dir), Jackie Bunick (Legal Counsel), Lisa Marston (Dist Admin), Donovan Edwards (Admin Asst). Laurie Grenya (HR Answers) attended via video conference call.

### CALL TO ORDER

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

### CONSENT AGENDA

**MOTION:** Director Turner requested removing the JCLD Financial Report from the Consent Agenda. Director Dziura moved to approve the Consent Agenda with the exception of the JCLD Financial Report. President Kiefer seconded the motion. The motion was approved unanimously.

Director Turner noted a significant change associated with the Marketing line (page 16) and had a brief discussion with Ms. Marston and Ms. May since, historically, marketing was an expense that was supposed to fall under LS&S's budget. Ms. May reminded the Board that the funds had been approved as an additional expenditure within the 2 Year Plan, but were included under a different budget line item. Nevertheless, Ms. Marston and Ms. May said they would follow up on Director Turner's query.

**MOTION:** President Kiefer moved to approve the JCLD Financial Report. Director Prokop seconded the motion. The motion was approved unanimously.

### REPORTS

#### Library Director's Report

Ms. Taillac stated that over 20 people took advantage of the Ashland Branch Library's cold weather shelter. Director Turner asked why the Library of Things was not included within Polaris. Ms. May stated that the Library of Things includes items that may need to be available for a certain event and Polaris does not provide that option. Prokop asked about the two 20-hour-a-week positions listed on the Directors Report (page 20). May stated they were being combined into one full time position.

Anna Monders, JCLS Booktalk Specialist, provided a slideshow presentation on the Booktalk Program, and summarized how it works and the success of the program.

#### Transition Roadmap

Director Prokop noted that under Technology, for example, the Board has no milestones between what has been completed and the last item, which has a due date of June 2020. Ms. Marston explained that the roadmap is tracking primarily those milestones that represent major decision points for the Board. Ms. May pointed out that technology, when presented as a big rock, was really more about the decision on the ILS.

Since the decision has been made to stay with the platform we are currently on, we do not really need to do anymore for that to be successful. Since, as Director Prokop pointed out, the whole purpose of the roadmap is to reassure everybody that we are on track and to identify what needs to happen in order for the migration to be successful, a suggestion was made that, at the next Technology Committee meeting, the group should discuss and identify other technology-related items that will need to come before the Board. Ms. May added that, with regard to Facilities, once the recommendation to proceed with the renovation takes place, we will be adding that project's milestones to the roadmap. Director Prokop further suggested that completed items should be removed from the roadmap. Director Turner suggested that we roll down the completed items onto a separate sheet so we can see what has been completed and refer back to those milestones, as needed.

Under the Communications section of the roadmap, Vice President Shaw asked about the follow up to Director Dziura's question regarding including staff in weekly updates. Ms. May stated that she did not feel there had been a Board consensus on the subject and had not done anything further. Ms. Marston said that LS&S approval would likely be needed which Kiefer concurred with due to staff being employed by LS&S. Jennifer Giltrop from LS&S, who was in attendance, asked for and received clarity on the weekly updates and granted permission for the Library Director to include library staff in the updates.

## **UNFINISHED BUSINESS**

### **Phase I Medford Facilities Renovation Project**

Director Dziura read the following:

**MOTION:** Whereas,

- 1) There is a need for additional office spaces in the Medford Library to accommodate additional staff that the District plans to hire by or before June 30, 2020; and
- 2) Pending approval from the Jackson County Board of Commissioners, Jackson County Facilities Maintenance has agreed to manage the procurement and act as the owner representative for the Medford Library Phase I Renovation Project, while working closely with JCLS staff and the District's Facilities Committee, and
- 3) The estimated Cost for the renovation of office spaces on the first and second floors in Medford is \$1,035,682.00 including demolition, construction, furniture, and finishes. Factoring in an additional 8% to 12% for architect and engineering fees, the total estimated project cost is \$1,159,964.00, and
- 4) The cost estimate above will be revised based on information to be provided by Jackson County Facilities Maintenance after commencement of the project, and
- 5) The District's Capital Improvement Fund has a current balance of \$6,066,279.00.

Be it resolved that 1) staff are authorized to commence work with Jackson County Facilities Maintenance to contract for the remodel of office spaces at the Medford Branch Library, and 2) staff are authorized to expend funds for this project from JCLD's Capital Improvement Fund. President Kiefer seconded the motion. The motion was approved unanimously by roll call vote.

### **Proposed Total Compensation Philosophy / HR Answers' Recommendations Regarding Direct Appointment and Salary/Benefits**

Laurie Grenya with HR Answers, who attended the meeting via video conference, led a discussion with the Board that covered the proposed total compensation philosophy, the direct appointment process that HR Answers is recommending, and the salary and benefits recommendations that will be used to develop the financial model the Board will be discussing at a work session later this month.

Based on input gathered from Board members, Ms. Grenya proposed the following language for the District's Total Compensation Philosophy:

The Jackson County Library District will provide a total compensation package, considering both internal and external equity. Internal equity will measure five characteristics of each job; knowledge, skill, effort, responsibility, and working conditions. External equity will measure the components of our total compensation package against organizations in our region with comparable size, operating budget, and structure as well as our market. Market is defined as where we get our employees from and where we lose them to, which may be different than comparable organizations. We will reward continued commitment to the organization, professional growth, and consistent contributions in the assigned area of work. The total compensation package will include wages and benefits, which include leaves, insurances, and retirement appropriate to be competitive in our geographic region and industry. Decisions regarding individual factors of compensation will be made in consideration of the total compensation package, financial sustainability, and current and future strategic goals of the organization.

**MOTION:** After some discussion, Director Turner moved approval of the proposed Total Compensation Philosophy Statement. President Kiefer seconded the motion. The motion was approved unanimously.

Next, Ms. Grenya discussed HR Answers' recommendation from the Board's December 14, 2019 work session; namely, to utilize a Direct Appointment hiring process. While there is not a specific statute that governs Special Districts, this recommendation is based on best practices that the State of Oregon has adopted.

Director Dziura read the following:

**MOTION:** Whereas,

- 1) The District has an interest in successfully hiring the employees of LS&S into the roles that will be available at JCLS; and
- 2) This is most easily accomplished through a common government recruitment practice called Direct Appointment; and
- 3) This method is typically reserved for instances where there is a real threat to the successful operation of the organization, delivery of time-sensitive projects, or legally mandated services; and
- 4) According to the District's consultant, HR Answers, because of the transition situation, the District could easily show the threat to successful operations without a smooth and timely hiring process; and
- 5) The steps to this process should begin no later than March 2020.

Be it resolved that 1) the Board approves the recommendation from HR Answers for the District to use a Direct Appointment hiring process, which is a best practice modeled after the State of Oregon, a government employer; and 2) authorizes staff to begin implementing the Direct Appointment hiring process no later than March 2020. Director Turner seconded the motion. Before the roll call vote, Director Dziura asked legal counsel if using the Direct Appointment hiring process was legal and within JCLD's rights. Ms. Bunick stated that yes, JCLD was within their rights and that the limiting rules within the Direct Appointment statute pertained to state employees. The motion was approved unanimously by roll call vote.

The Board also concurred with staff's recommendation, as presented on page 38 of the Board packet, to incorporate the recommendations from HR Answers regarding salaries, benefits and retirement when updating the financial forecasting model that will be brought to the Board's upcoming work session. After some discussion it was decided that the work session with HR Answers will be held on Monday, January 27, 2020, at 4:00 p.m.

Laurie Grenya left the meeting at 4:53pm.

## **NEW BUSINESS**

### **Library Director Employment Contract**

Board Members provided comments on the Library Director Employment Contract (page 42), including a suggestion to either use gender neutral pronouns or replace pronouns with Library Director; to clarify that paid leave is referring to accrued vacation hours; and to replace "biweekly" payroll with "regular pay schedule." Ms. Marston stated that legal counsel will make the suggested revisions and the contract will be brought back to the next Board Meeting for approval as unfinished business.

### **Closures for 2020: Holidays and Library Closures**

**MOTION:** Director Dziura moved to approve the 2020 Holiday and Library Closures and one additional open hour. President Kiefer seconded the motion. The motion was approved unanimously.

### **Draft MOU with Friends and Foundation**

Ms. May said the intent was to provide Board Members the opportunity to give feedback on the Draft MOU with the Friends Groups and Foundation (JCLF) (page 49). Board Members and Ms. May discussed some changes to be incorporated into the document which would be brought back at a future board meeting.

### **Waiver of Fees for Patrons with Restricted Library Card**

**MOTION:** Director Turner moved to approve dismissing the outstanding fee debt as stated in the Waiver of Fees for Patrons with Restricted Library Card memorandum. President Kiefer seconded the motion. The motion was approved unanimously.

### **Budget Committee Member Recruitment**

There was Board consensus to move forward with recruiting a new Budget Committee member to replace Director Dziura's recently vacated position. Director Dziura was nominated to lead an ad hoc committee as described in the Budget Committee Member Recruitment memorandum (page 55). There was Board consensus that Budget Committee Members currently serving first terms be offered the opportunity for a second term and that a two term limit be put in place.

### **City of Ashland Vertical Housing Development Zone (VHDZ) Designation**

**MOTION:** Vice President Shaw moved to approve supporting the City of Ashland Vertical Housing Development Zone (VHDZ) designation and the partial property tax exemption and to endorse a letter announcing this support. Director Turner seconded the motion. The motion was approved unanimously.

During the discussion on this motion, Director Prokop voiced concerns about the district endorsing a certain political philosophy. As Vice President Shaw explained it, a forward-looking letter from this Board is the appropriate thing to do in terms of encouraging other entities to see the benefits of infill on transportation corridors, which can also create opportunities for affordable housing. Vice President Shaw

also spoke about the importance of investing in the social fabric of our communities—libraries, schools, parks, open space—and how these public services lead to lower crime rates, and happier, more connected communities, all of which works on behalf of our libraries. For this reason, Vice President Shaw suggested that it is important and appropriate for the District to state that we believe in investment in the social fabric of our communities. Director Prokop stated that, while he agreed with the philosophy, the letter has to include how this benefits the library. Vice President Shaw concurred.

**NEXT MEETING**

The next meeting will be held in the Adams Meeting Room at 4:00 p.m. on Thursday, January 9, 2020.

**ADJOURN**

Vice President Shaw adjourned the Regular Board meeting at 5:29 p.m.

/s/ Donovan Edwards  
Recording Secretary