

MINUTES

ATTENDEES

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

Additional participants/attendees: Kari May (Library Director), Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Crystal Stroud (Operations Manager), Terra McLeod (Medford Branch Manager), Kristin Anderson (Ashland Branch Manager) Charlene Prinzen (Eagle Point Branch Manager), Ryan Bradley (Marketing Coordinator), Denise Galarraga (Regional Library Director, LS&S), Mitch Siedman (Board Member, JCLF), Elisabeth Campbell (Office Manager, JCLF), Kevin Keating (Board Member, JCLF), Douglas McGeary (Executive Director, SOHS), Kira Lesley (Archivist, SOHS), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:04 p.m.

INTRODUCTIONS & PROCLAMATIONS

Kiefer introduced Issei Suzuki, PhD graduate student from Japan. Suzuki explained his interest in the Library District was focused on management of the district and its ability to operate as a special district.

CONSENT AGENDA

MOTION: Director Shaw moved to pull the minutes of the January 10, 2019 regular board meeting for discussion and approved the Work Session minutes of January 25, 2019 and the financial report. Director Turner seconded the motion for discussion. The motion was approved unanimously.

Shaw questioned the first sentence in the Auditors Report FY 17/18 Annual Financial Report and asked if more was being done. Turner explained that those other things were accomplished prior to the statement.

MOTION: Director Shaw moved to approve the minutes of the January 10, 2019 regular board meeting. Director Turner seconded the motion. District Administrator Marston added that Director Doty wanted it to be clear that when the board was electing budget committee members that the discussion about term limits was not a part of the motion. Director Kiefer agreed with this statement. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

Kelly Marcotulli an Ashland resident and founder Oregon for Safer Technology (which is part of a national movement centered on WiFi safety) spoke about WiFi illness. Marcotulli explained that many people like herself experience illness from radio frequency radiation (RFR) that gets worse as WiFi signals increase. Marcotulli provided some paperwork supporting the potential negative impacts of WiFi signals.

Roy Cruz, a Medford resident, explained that he had just recently begun experiencing discomfort when he becomes exposed to strong WiFi signals. He said that there is not anywhere publicly to go since most places provide WiFi as part of their service. Shaw pointed out that JCLS provides home delivery for books and services for those who cannot come to the libraries. Cruz explained he had thought it was a different topic being discussed at the meeting and he appreciates the home delivery option however he also wanted to help bring the WiFi sickness issue to the boards attention.

Daniella Arnon asked the board to look into WiFi illness and listed off several potential symptoms of WiFi illness. Arnon provided some paperwork to the board. She closed by requesting the board consider WiFi free time periods or creating WiFi free zones.

REPORTS AND PRESENTATIONS

Library Director's Report

Kari May, JCLS Library Director, provided a summary of the Library Directors Report and added the following highlights:

- An article in the Mail Tribune described the Medford library bookshelves as half full and questioned getting rid of books with space available. May explained that part of the response will be that staff are currently shifting collection materials in the library and bringing in materials from the other libraries that do have overcrowded shelves. The other part May said is that the article had misled patrons regarding the interlibrary loans. May said that the reporter had confirmed a retraction would be printed explaining that materials within the system were free and interlibrary loans were \$5.00 and those would go away as of March 4th, 2019.
- May attended the Special Districts Association of Oregon annual conference in Bend, Oregon.
- May recently testified in front of the General Budget Subcommittee Hearing regarding the state library budget. May explained that if a 5% decrease in funding is required that the State Library has proposed that the early childhood/ready to read grant program would be targeted. May said her presence there was in support of the program and to explain how valuable it is throughout JCLS. May said that she received an email back from Representative Pam Marsh who is on that subcommittee. The email stated that the subcommittee was very supportive of the libraries.

Shaw noted seven vacancies listed and asked if exit interviews had been done. Denise Galarraga (Regional Library Director, LS&S) said she would find out if exit interviews had been completed. May went over a few of the names on the list and explained that a couple had moved out of the area and others had taken other employment opportunities.

Terra McLeod provided a summary of the regional report and invited the board to play a quick game called Random Fandom which was created by a Teen Librarian wanting to garner more interest in book clubs.

Quarterly Statistical Report

May directed the Board's attention to the second page of her report and provided a summary. Shaw asked about the circulation numbers for the Gold Hill Branch Library. Carey Hunt, Assistant Director of Support Services said that the Gold Hill Branch Library had been "weeded" earlier in the day and added that overcrowded shelves negatively impact circulation numbers.

SOHS Quarterly Report

Doug McGeary, SOHS Executive Director and Kira Lesley, SOHS Archivist provided a summary of the quarterly report. Improved record keeping and tracking patrons better will increase numbers within the report. Lesley reported that she was working to correct SOHS hours on Google. This has been an issue for some time and has previously been requested.

JCLF Report

Mitch Siedman, JCLF Board President provided a summary of JCLF Report highlighting the following items:

- Total contributions received for the annual appeal was over \$15,000

- JCLF put together 50 Welcome packets to first time donors were mailed out with 50 handwritten thank you cards from the JCLF Board.
- Introduced Elisabeth Campbell, Office Manager
- JCLF received a bequest from Alice F. Saunders for approximately \$220,000.00 for the Medford Branch Library

OLD BUSINESS

LS&S Compensation Proposal

Marston explained that the purpose of bringing it to the Board at this time was to determine whether the Board was ready to move forward with approving the recommended pay scale. Marston added that there were still some details to be added. There was Board consensus in moving forward toward approving a recommended pay scale.

NEW BUSINESS

Approve JCLD Budget Officer / Adopt JCLD Budget Calendar

Marston confirmed that she was willing to be the JCLD Budget Officer.

MOTION: Director Shaw moved to adopt the JCLD Budget Calendar with the understanding that the JCLD Board / Budget Committee Work Session could be held either February 28, 2019 or March 1, 2019. Director Turner seconded the motion. The motion was approved unanimously and District Administrator Marston confirmed the Board approved her as the JCLD Budget Officer.

Amendment to Extend SOHS Agreement

MOTION: Director Shaw moved to approve the Amendment to Extend SOHS Agreement. Director Turner seconded the motion. The motion was approved unanimously.

Staffing Assessment

May explained that per the 2 Year Plan she had been tasked with making a staff assessment. She has determined the two greatest needs to be successful is increasing staffing levels at the Ashland Public Library and within the Digital Library Services Team.

Kiefer reminded the Board that the item was on the Agenda for discussion and to provide comments or suggestions for the assessment brought to the Board at the following meeting.

Public Meetings Policy

Shaw recommended removing item II.e “each comment should provide new information not previously considered by the Board to that individual’s knowledge”.

MOTION: Director Shaw moved to approve the Public Meetings Policy with the understanding that item II.e be removed and research would be conducted into the costs of advertising the JCLD Agenda with newspapers. Director Turner seconded the motion. The motion was approved unanimously.

Board Member Orientation Policy

MOTION: Director Turner moved to approve the Board Member Orientation Policy provided that the requirement of including a list of all District personnel by position was removed. Director Shaw seconded the motion. The motion was approved unanimously.

Engagement of Legal Services

Marston explained that the purpose was to approve the memo in concept to provide herself and legal counsel parameters to work within.

MOTION: Director Shaw moved to authorize the District Administrator Lisa Marston to engage the services of an employment and labor law attorney to advise the District during the transition with a not to exceed amount of \$20,000. Director Turner seconded the motion. The motion was approved unanimously.

Adjourn

Kiefer adjourned the meeting at 5:24 p.m.

/s/ Donovan Edwards _____
Recording Secretary