

MINUTES

ATTENDEES

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

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 (SOHS Board President), Kira Lesley (Archivist, SOHS), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:02 p.m.

INTRODUCTIONS & PROCLAMATIONS

Kiefer read a proclamation, proclaiming April 7–13, 2019 to be National Library Week.

CONSENT AGENDA

MOTION: Director Shaw moved to approve the minutes of the February 14, 2019 regular board meeting and financial report. Director Prokop seconded the motion for discussion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

Kelly Marcotulli read parts of two letters, which described the symptoms of WiFi illness and the negative impacts continued exposure potentially could have. She encouraged everyone to read the available material and watch the movie Generation Zapped which can be found within the JCLS collection. Kiefer said that JCLD would continue to look into the issue.

REPORTS AND PRESENTATIONS

Hulburt Bequest Presentation

Adrian Snyder, US Bank Trust Department said that Ken and Lucille Hulburt were lifelong educators who believed in the service libraries provide to their communities. They specifically set the bequest up to benefit both young and mature readers. Mr. Snyder said that JCLD has been great stewards of the funds. This year he was pleased to deliver a check of just over \$131,000.00.

Library Director's Report

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

- The event guide is in a new format and now recyclable. The layout has been changed based on region. The guide will continue to be modified based on community feedback.
- The new circulation policies were just set but so far 21 library cards have been reissued.
- The centennial celebration will kick off during National Library Week.

- The Spark Space at the White City Library is on track for a soft opening in May and an official opening in June.

Kristin Anderson, JCLS Bear Creek Cluster Manager provided a summary of the regional report.

JCLF Report

Mitch Siedman, JCLF Board President provided a summary of the JCLF Report which included the Annual Appeal Response Matrix. Shaw questioned the process of handling the returned mail. Elisabeth Campbell, JCLF Office Manager, said that all concerns raised would be turned over to the new Executive Director.

2020 Transition Report

Marston explained that per Board approval Ms. Bunick and herself would meet with a labor and employment law attorney to help the Board prepare for the transition. Marston expressed an interest in forming a personnel committee to review policies that would eventually come up for Board approval. Shaw suggested finding members in the community who had that experience and expertise that might be willing to be part of that group.

UNFINISHED BUSINESS

JCLS Staffing Compensation Proposal

Kiefer announced that, based on advice received from legal counsel, this item is being removed from the Agenda.

JCLS Staffing Needs Proposal

MOTION: Director Doty moved to approve the JCLS Staffing Needs Proposal. Director Prokop seconded the motion. The motion was carried 4 -1, with Director Turner voting no.

District Administrator Contract

MOTION: Director Shaw moved to approve the District Administrator contract. Director Doty seconded the motion. The motion was approved unanimously.

NEW BUSINESS

Approve JCLF Proposal to Request Operation Funding

Mr. Siedman said that JCLF has struggled to meet its operating budget over the last couple years and donors are leery of making unrestricted donations that fund administrative support. If JCLD could support JCLF for a period of two years the belief is that the organization could then concentrate on enhancing and improving library initiatives, capital enhancements, and system wide programming. They also believe donations will increase and research and anecdotal experience demonstrate that donors are much more likely to support specific fundraising requests. Kiefer announced that, due to her presence on the JCLF Board, she was recusing herself from the discussion.

Director Shaw moved that the Board approve funding JCLF in the amount of between \$50,000.00 and \$90,000.00 for a two-year period. Director Prokop seconded the motion. Turner said that the funding amount would largely depend on the structure of the organization and that would be part of the discussion on April 30th, 2019 at the Library Strategies meeting. Director Doty recommended tabling the issue until after the Library Strategies meeting. Director Shaw withdrew her motion to approve funding JCLF, in favor of tabling the matter until after the April 30th, 2019 Library Strategies meeting. Director Prokop seconded the motion to withdraw approval. Director Kiefer announced that the subject was tabled until the May 9th, 2019 Regular Board Meeting.

Library IT Consultant Proposal

MOTION: Director Shaw moved to approve the proposal from Carson Block Consulting. Director Doty seconded the motion. The motion was approved unanimously.

JCLS Marketing Plan

When asked, May said that a marketing calendar had been recommended by staff, but she wanted to find out if the Board was interested before having a calendar created. Prokop added that providing specific objectives like numerical goals would be helpful as well.

Internet Use and Safety Policy / Website Terms of Use Policy

MOTION: Director Shaw moved to approve the Internet Use and Safety Policy / Website Terms of Use Policy. Director Doty seconded the motion. Director Shaw and Director Doty agreed to amendments in the motion. The motion was approved unanimously.

Library Fines/Fees, UMS and PayPal

Turner stated that the Board had never been provided a report following the removal of library fees for overdue materials. May outlined the information she would use in compiling a report to include staff time not being spent on money handling, an increase usage of library materials and some anecdotal information.

Fee Amnesty Month (May 2019)

May explained that part of the 2 Year Plan to Increase Active Cardholders was providing a fee amnesty month. This would help to reinvigorate inactive cardholders who had outstanding fines on their accounts.

MOTION: Director Doty moved to approve May 2019 as Fee Amnesty Month. Director Shaw seconded the motion. The motion was approved unanimously.

Early Opening Request for Medford Comic Con 2019

MOTION: Director Turner moved to approve a staff request to open the Medford Library early for Comic Con 2019. Director Doty seconded the motion. The motion was approved unanimously.

Conflict of Interest Waivers for Lease Negotiations

MOTION: Director Turner moved to approve the conflict of interest waivers that will allow the District's legal counsel to represent the Library District in lease negotiations with the City of Central Point and City of Jacksonville even though her law firm represents those two cities. Director Doty seconded the motion. Marston clarified that legal counsel had asked to add this to the agenda prior to the meeting but it had not been announced. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Prokop announced that they are moving forward and holding their third meeting.

Facilities Committee

Doty announced that they will meet on April 30th, 2019 at the Medford Branch Library.

Adjourn

Kiefer adjourned the meeting at 6:13 p.m.

/s/ Donovan Edwards

Recording Secretary