

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), Kristin Anderson (Ashland Branch Manager), Ryan Bradley (Marketing Coordinator), Denise Galarraga (Regional Library Director, LS&S), Sandy Boatright (JCLF Executive Director), 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 introduced Sandy Boatright, JCLF Executive Director. Kari May, JCLS Library Director introduced Elanna Erhardt, Business Librarian, JCLS.

CONSENT AGENDA

MOTION: Director Shaw moved to approve the financial report. Director Turner seconded the motion for discussion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None.

REPORTS AND PRESENTATIONS

Library Director's Report

May provided an update on hiring that had taken place since the report was submitted.

Kristine Grubb, JCLS Applegate Branch Lead Manager and JCLS Centennial Celebration Committee Chairperson, provided a slideshow presentation. Included with the slideshow was a list of planned library events in April. Each library will have a "What's your favorite thing about the library?" board allowing patrons to provide individual comments. Throughout the summer each branch will hold a birthday celebration in honor of the centennial, hopefully in collaboration with the Friends groups. The cakes will be provided by JCLF. The committee is hoping to set up a Wine & Cheese get together similar to the one held for the opening of the Sparks Space in Central Point.

JCLF Report

Sandy Boatright, JCLF Executive Director provided a summary of the JCLF Report which included a list of key takeaways from the Library Strategies Workshop held on March 30th, 2019.

Library Strategies Workshop Report

Kiefer said that she had heard a lot of positive feedback following the Library Strategies Workshop.

RCC Quarterly Report

Robert Felthousen, RCC Library Director, provided a quarterly report highlighting the following:

- The campus will be closed during the two-day Medford Comic Con 2019 event. Historical data says that students do not use the facility during this time frame and labs could be put to better use for workshops and events.
- The Study Cove is being rearranged to make better use of the space. Mr. Felthousen provided a detailed list of the furniture that would be used and/or replaced. The area will be open to the public but it is an RCC study area so there will be some student tailored signage. He said that, when installing the new shelving donated by George Fox University, RCC will remain mindful of the security cameras.

JCLS Quarterly Update on 2 Year Plan to Increase Active Cardholders

May handed out an updated report on the 2 Year Plan to Increase Active Cardholders to replace the report provided in the board packet. She provided a summary of the updated report. May cautioned the Board not to expect a large increase in the active cardholder numbers; however, the pieces are being put into place. Changing cardholder types and removing some of the barriers to obtain a card has already helped. The Spark Space project at the White City Branch Library is moving forward. With the focus being on the Latinx population and the fact that it is a very family-oriented community in White City, May said that the Board can expect to see a really good return on investment. Board members provided some feedback on the graphs within the report.

2020 Transition Report

Marston had provided the report in a one-page format, as recommended by Director Prokop. Board members noted that everything was on track.

Request to add agenda item under new business

MOTION: In response to a request from the District Administrator to add an item to the agenda, under New Business, Director Turner moved to add to the agenda under New Business the 2020 Transition Plan – Next Steps/Action Items memo. Director Shaw seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

JCLS Marketing Plan

MOTION: Director Shaw moved to approve the JCLS Marketing Plan. Director Turner seconded the motion. The motion was approved unanimously.

JCLF Operational Funding Proposed for FY 19/20 Budget

Since Director Kiefer had recused herself from voting on this item, a formal vote could not be taken with only two voting Board members present. Director Turner suggested that an appropriate amount be set by the District Administrator and added to proposed 2019-2020 budget document. Marston reminded Board members that she was working with legal counsel to ensure the arrangement would pass legal muster. Once that question was answered, the best format for the agreement could be determined. Based on the foregoing, a consensus was reached for the District Administrator to include a line item in the proposed 2019-2020 budget providing operational funding to JCLF.

NEW BUSINESS

2020 Transition Plan – Next Steps/Action Items

Marston provided copies of a memorandum titled *2020 Transition Plan – Next Steps/Action Items* and asked that it be included in the board packet. Marston explained that the memo was intended to formally capture the Board's position on a number of items related to the 2020 Transition and to provide direction to the District Administrator and legal counsel regarding next steps in the 2020 transition plan. The memorandum,

if approved, would sanction actions related to the 2020 transition, including the recruitment and hiring of a Human Resources manager, the drafting and publication of a letter to LS&S employees, and the start of discussions with LS&S's corporate staff regarding transition planning.

MOTION: Director Turner moved to approve the 2020 Transition Plan – Next Steps/Action Items memorandum as presented. Director Shaw seconded the motion. The motion was approved unanimously.

Meeting Room Policy

MOTION: Director Shaw moved to approve the Meeting Room Policy. Director Turner seconded the motion. Director Turner said she was cautious to lose revenue but looked forward to a report a year from now detailing what staff was able to do with the time gained and whether or not the rooms were being utilized. Denise Galarraga added that the customer service time taken up by arranging the meeting rooms is significant. Based on Director Turner's question of whether or not the policy had been vetted by Special Districts Association of Oregon (SDAO), Director Shaw amended her motion. Director Shaw moved to approve the Meeting Room Policy pending approval from SDAO. Director Turner seconded the amended motion. The motion was approved unanimously.

Board Membership Policy

MOTION: Director Turner moved to adopt the Board Membership Policy. Director Shaw seconded the motion. The motion was approved unanimously.

Materials Spending Proposed for FY 19/20 Budget

MOTION: Director Shaw moved to approve the materials spending proposed by the Library Director for the FY 19/20 Budget. Director Turner seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

None.

Adjourn

Kiefer adjourned the meeting at 6:00 p.m.

/s/ Donovan Edwards

Recording Secretary