

MINUTES

ATTENDEES

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

Additional participants: Kari May (Library Director), Ryan Bradley (Marketing Coordinator), Sandy Boatright (Executive Director, JCLF), Douglas McGeary, (Board President, SOHS), Kira Lesley (Archivist, SOHS), Lisa Marston (District Administrator), Donovan Edwards (Recorder)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:03 p.m.

INTRODUCTIONS & PROCLAMATIONS

None.

CONSENT AGENDA

Kiefer said Consent Agenda Item (1) was removed temporarily to discuss corrections.

MOTION: Director Cathy Shaw moved to approve Consent Agenda Items (2) and (3). Director Carol Doty seconded the motion. The motion was approved unanimously.

Kari May, JCLS Library Director, noted that page 7 of the April 11, 2019 minutes of the regular board meeting incorrectly reflect the motion regarding the Material Spending Proposal for FY19/20 being approved as presented. What had been presented was \$1.5 million but what had been approved was the base contract amount, plus the approved increases, plus 10%.

Director Shaw noted some grammar corrections but offered to communicate those following the meeting.

MOTION: Director Doty moved to approve Consent Agenda Item (1) as amended. Director George 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, JCLS Library Director, provided a summary of the Library Directors Report with the following highlights:

- Updating the status of the Hiring and Vacancy Report including changes since the report had been printed.
- A very positive response was received for JCLS' Centennial Celebration entry in the Pear Blossom Festival Parade.
- There was a very good attendance for the OLA Conference.

Brystan Strong, JCLS Youth Services Coordinator, said that for part of the centennial celebration a spot was designated at each library during National Library Week where patrons could write notes about what their favorite thing is about the library. She provided some examples from the 200+ responses received throughout the system. In addition, Ms. Strong provided a summary of the Summer Reading program.

JCLS Quarterly Statistical Report

May provided a summary of the JCLS Statistical Report. President Kiefer noted percentage errors on page 29 of the board packet.

JCLF Report

Sandy Boatright, JCLF Executive Director provided a summary of the JCLF Report.

SOHS Quarterly Report

Douglas McGeary, SOHS Board President, provided copies of the SOHS Strategic Plan and highlighted the key points. Kira Lesley, SOHS Archivist, provided a summary of the SOHS Quarterly Report highlighting an increase in onsite research visits and walk-ins from the first quarter of 2019.

2020 Transition Report

JCLD Administrator, Lisa Marston, referenced the Communications section of the 2020 Transition Report and said that Todd Frager, LS&S CFO/COO had expressed concern over prematurely communicating with LS&S employees. As a compromise, a letter to LS&S employees has been drafted explaining the District's decision not to renew the contract with LS&S. The letter would not be sent out until July 2019. Follow up communication would be done quarterly in October 2019, January 2020, and April 2020 before shifting to monthly communications. Marston noted, too, that the topic of communications, both internal and external, will be discussed further at the Board's annual planning meeting in July.

UNFINISHED BUSINESS

Board Membership Policy

Marston explained that, based on comments from Board Members following Board approval of the policy last month, she was bringing back the policy in an effort to clarify "timely manner" in regards to Board Members responding to emails and phone calls. After some Board discussion it was determined that the policy was acceptable as written.

NEW BUSINESS

JCLS Rebranding Proposal

Ryan Bradley, JCLS Marketing Coordinator provided a PowerPoint presentation, proposing a new logo for Jackson County Library Services. He explained that he limited the color selections to only those that are ADA color compliant, noting that any of the three options could be used if the Board were to approve the logo change. A black and white version of the JCLS logo would be available, as well. The Board's reaction to the colors was mixed, but in general, the Board supported the work presented by the staff.

May said staff would spend the next couple of months working on the style guide and roll out of the proposed logo, which is scheduled to be released at an appropriate time around the Centennial Celebration.

Collection Agency Recommendation

Due to time restrictions this topic was tabled until the June 13th, 2019 Regular Board Meeting.

Volunteer Policy

Shaw and Kiefer expressed concern with the language in the Volunteer Workplace Policy paragraph VI Drug Free Workplace. They asked that the term “substance” be clarified, suggesting that the way it currently reads, caffeinated beverages and smoking cessation products would also be considered off-limit items while working.

Animals in the Library Policy

Due to time restrictions this topic was tabled until the June 13th, 2019 Regular Board Meeting.

Board Advance 2019 / Save the Date

Kiefer announced that the annual retreat will be scheduled for July 11th and 12th, 2019. The location will be determined later on.

COMMITTEE AND BOARD MEMBER REPORTS

With regard to the transition, Shaw said that she had made contact with a couple people that have experience with transitioning personnel from private to public and vice versa. Both people she has spoken with said they have time in their schedules and are willing to participate.

Technology Committee

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

Facilities Committee

May pointed out that the Facilities Committee has proposed hiring a consultant to develop a space renovation plan for the Medford and Ashland Branch Libraries.

Adjourn

Kiefer adjourned the meeting at 6:10 p.m.

/s/ Donovan Edwards

Recording Secretary