

## MINUTES

### ATTENDEES

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

Additional participants: Kari May (Library Director), Carey Hunt (Assistant Library Director), Claudine Taillac (JCLS Assistant Director of Public Services), Terra McCleod (Medford Branch Manager), Brystan Strong (JCLS Youth Services Coordinator), Patty Proctor (JCLS White City Branch Manager), Robert Felthousen (RCC Library Director), Kira Lesley (SOHS Archivist), Doug McGear (SOHS Executive Director), Sandy Boatright (Executive Director, JCLF), Jackie Bunick (Legal Counsel), Jennifer Giltrop (LS&S Chief Library Officer), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

### CALL TO ORDER

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

### INTRODUCTIONS & PROCLAMATIONS

None

### CONSENT AGENDA

Director Eric Dziura requested removing Item 4 from the Consent Agenda so that it could be discussed under Unfinished Business.

**MOTION:** President Susan Kiefer moved to approve the Consent Agenda as amended. Director Dziura 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 (Board packet, page 14). Patty Proctor, White City Branch Manager, provided an update of the Spark Space, the summer reading program, and how the Board's decision to reallocate open hours has made it possible for additional programs to be run.

#### Quarterly Statistical Report (4<sup>th</sup> Quarter)

Carey Hunt, Assistant Director of Support Services, provided a detailed summary of the Quarterly Statistical Report (Board packet, page 27). The Board noted a number of errors, and Hunt said she would make the corrections and provide an updated report to the Board.

#### JCLF Report

Sandy Boatright, JCLF Executive Director, provided a summary of the JCLF Report (Board packet, page 38).

## **RCC Report**

Robert Felthousen, RCC Library Director provided a summary of the RCC Report (Board packet, page 42).

## **SOHS Report**

Kira Lesley, SOHS Archivist handed out the SOHS Report to the Board at the meeting and highlighted two active internships at SOHS.

## **2020 Transition Report**

Marston provided a summary of the 2020 Transition Report. A memorandum from LS&S clarifying the Library Director's reporting relationship was provided to the Board. Shaw called for time to be taken for the Board to review the memorandum. Prokop provided some critiques on the 2020 Transition Report.

## **UNFINISHED BUSINESS**

### **Medford Comic Con Partnership with Downtown Medford Association**

Aaron Hassel, owner of Astral Games, handed out a memorandum to the Board detailing the partnership that is being envisioned for future Comic Con events. Shaw requested time for the Board to be allowed to review the memorandum. After some discussion there was Board consensus to move forward as was outlined in the memorandum with all parties understanding that the partnership was still in development.

### **Rules of Conduct Policy**

Director Dziura recommended that under section IV Consequences (Board packet, page 12) the phrase "removed from" should be replaced with "directed to leave".

President Kiefer recommended that under section IV Consequences (Board packet, page 12) the word "shall" be replaced with "may".

**MOTION:** President Kiefer moved to approve the Rules of Conduct Policy as amended. Director Dziura seconded the motion. The motion was approved unanimously by roll call vote.

## **NEW BUSINESS**

### **HR Consultant**

Marston reported that the consultant's proposal was delayed due to an unexpected health emergency. Additionally, the consultant had some difficulties working around some of LS&S' non-disclosure policies. Vice President Shaw recommended contacting other HR consultants. After some discussion there was Board consensus for Marston and May to explore working with LS&S in gathering information that would help provide human resources information to JCLD and potentially any HR consultant firm.

### **Space Assessment/Redesign/Planning Proposal from FFA Architecture**

**MOTION:** Director Turner moved to approve the Space Assessment/Redesign/Planning Proposal from FFA Architecture provided Board concerns were addressed. Director Kiefer seconded the motion. The motion was approved unanimously.

### **Board Officer Duties Policy**

**MOTION:** Director Turner moved to approve the Board Officer Duties Policy. President Kiefer seconded the motion. The motion was approved unanimously.

### **Board Committee Policy**

**MOTION:** Director Turner moved to approve the Board Committee Policy. President Kiefer seconded the motion. The motion was approved unanimously.

**Board Committee Charters and Annual Work Plans**

**MOTION:** Director Turner moved to approve the Board Committee Charters and Annual Work Plans for the Advocacy Committee, Facilities Committee, Finance Committee, and Policy Committee. Director Dziura asked that the Facilities Committee Charter be updated to state that meetings will be held during odd-numbered months. President Kiefer seconded the motion, incorporating Director Dziura’s amendment to the Facilities Committee’s Charter. The motion was approved unanimously.

**Soliciting on Library Premises Policy**

This topic was tabled.

**Unattended Children in the Library Policy**

**MOTION:** Director Turner moved to approve the Unattended Children in the Library Policy. President Kiefer seconded the motion. The motion was approved unanimously.

**COMMITTEE AND BOARD MEMBER REPORTS**

None

**NEXT MEETING**

The next regular Board meeting will be held in the Adams Meeting Room on Thursday, September 12<sup>th</sup>, 2019.

**ADJOURNMENT OF REGULAR MEETING**

Shaw adjourned the Regular Board meeting at 6:05 p.m. and called for a ten minute break at which time an Executive Session pursuant to ORS 192.660(2)(e) would begin.

**EXECUTIVE SESSION**

An executive session was held at 6:15 p.m. pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Board came out of executive session at 6:35 p.m. No decisions were made.

/s/ Donovan Edwards  
Recording Secretary