



## 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), Lori Wilson (Phoenix Branch Library), Sandy New (Executive Director, JCLF), Carson Block (Library Technology Consultant), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant).

Also in attendance: Elisabeth Campbell, Ashley Johnson, Claudine Taillac, Elanna Erhardt, Ryan Bradley, Crystal Stroud, Ron Sharp, Terra Mcleod, Evelyn Lorence, Andrea Leone, Courtney Toll, Aaron Hassell.

### CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 4:03 p.m.

### INTRODUCTIONS & PROCLAMATIONS

Vice President Cathy Shaw, on behalf of the JCLD Board, proclaimed September 2019 as Library Card Sign-up Month (Board Packet, page 2).

### CONSENT AGENDA

**MOTION:** President Kiefer moved to approve the Consent Agenda. 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 Director's Report (Board Packet, page 16). May added that staff would be attending the Medford-Jackson County Chamber of Commerce award event to receive the Spirit of Entrepreneurship award. May presented a slideshow created by Lori Wilson, Phoenix Branch Library, for a teen art group project which was offered at 14 of the 15 libraries.

May described the Medford Comic Con 2019 (Board Packet, page 24) report as recap of what Aaron Hassel (Astral Games) presented to the Board in September 2019 regarding the future of the Medford Comic Con. May indicated that a memorandum of understanding (MOU) among the participants would be forthcoming, Turner suggested that provisions concerning financial responsibility and insurance be included in the MOU.

#### JCLF Report

Sandy New, JCLF Executive Director, provided a summary of the JCLF Report (Board Packet, page 25).

## **2020 Transition Report**

District Administrator Lisa Marston noted a couple of changes to the report and explained some background information that was represented within the report (Board Packet, page 28).

May recommended that a second meeting for September would not be necessary but in October two meetings might be appropriate (October 10<sup>th</sup> and 24<sup>th</sup>).

## **UNFINISHED BUSINESS**

### **Library Director Reporting Relationship**

Vice President Shaw provided an opportunity for Board comment on the memorandum from LS&S regarding the Library Director Reporting Relationship (Board Packet, page 30). In the memo, LS&S acknowledges that the Board intends to hire Ms. Kari May as the Library Director for the Jackson County Library District effective July 1, 2020. Director Turner expressed her disappointment that Ms. May would continue to be employed solely by LS&S, explaining that she had been under the assumption that the parties could enter into a Joint Employment agreement so the employment relationship could be changed sooner, but she concluded her comments by stating that she was fine with what was contained in the memo. No other comments were made.

### **HR Consultant Proposals**

**MOTION:** Director Dziura moved to approve JCLD awarding a contract to HR Answers Inc. for Human Resource Consulting Services. Director Turner seconded the motion. Director Prokop noted the proposal from HR Answers Inc. seemed to assume a Human Resources (HR) Department would exist. Marston and May agreed but added it was a common assumption in the HR field. A discussion amongst the Board members followed regarding the necessity of having an HR Department and when that discussion would need to take place. The motion was approved unanimously.

## **NEW BUSINESS**

### **IT Assessment and Recommendations**

Carson Block, Library Technology Consultant, presented his Information Technology Assessment and Recommendations (Board Packet, page 47). To help support a seamless transition, Mr. Block recommended the District continue to contract with LS&S for unbundled ILS services for one year, assuming that LS&S would be willing to provide ILS services in an unbundled manner and the parties could agree on terms acceptable to both the District and LS&S. Mr. Block also emphasized that, due to the timing of migrating to a new ILS, a final contract must be ready for Board approval at the October 2019 Board meeting.

**MOTION:** Director Turner moved to accept the Technology Assessment and Recommendations. Director Kiefer seconded the motion. The motion was approved unanimously.

### **State Library Report**

Assistant Director Carey Hunt presented the State Library Report (Board Packet, page 87). The Board noted several numerical errors. Hunt was able to determine that the errors were caused by program assumptions that were not accounted for and agreed to correct those.

**MOTION:** Director Turner moved to authorize JCLS staff to submit the State Library Report with the changes discussed. In the event the full report cannot be submitted by October 1, 2019 an extension will be requested. Director Kiefer seconded the motion. The motion was approved unanimously.

**Soliciting on Library Premises Policy**

**MOTION:** Director Turner moved to approve the Soliciting on Library Premises Policy. Director Prokop seconded the motion. The motion was approved unanimously.

**Board Member Ethics Policy**

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

**COMMITTEE AND BOARD MEMBER REPORTS**

Finance Committee – Turner reported that the committee has met and is looking at software proposals.

**NEXT MEETING**

The next meeting will be held in the Adams Meeting Room on Thursday, October 10<sup>th</sup>, 2019.

**ADJOURN**

Vice President Shaw adjourned the Regular Board meeting at 5:31 p.m.

/s/ Donovan Edwards  
Recording Secretary