

MINUTES

ATTENDEES

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

Additional participants: Christian Nelson, Downtown Medford Association Board President, Aaron Hassle (Comic Con Planning Committee Member), Lanessa Pierce (Comic Con Planning Committee Member), Kari May (Library Director), Carey Hunt (Assistant Library Director), Terra McLeod (Medford Branch Manager), Sandy Boatright (Executive Director, JCLF), Jackie Bunick (Legal Counsel), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

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

INTRODUCTIONS & PROCLAMATIONS

None

CONSENT AGENDA

MOTION: Director Turner moved to approve the Consent Agenda. Director Prokop seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2019-2020 BUDGET

Kiefer opened the public hearing to receive comments regarding fiscal year 2019-2020 budget at 4:04 p.m. Hearing no public comments, she closed the public hearing at 4:05 p.m.

RESOLUTION 2018/2019-04: ADOPTING FISCAL YEAR 2019-2020 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

MOTION: Director Turner moved to approve Resolution 2018/2019-04: Adopting Fiscal Year 2019-2020 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Shaw seconded the motion. The motion was approved unanimously by roll call vote.

REPORTS AND PRESENTATIONS

Library Director's Report

Kari May, JCLS Library Director, provided a summary of the Library Directors Report. She asked the Board to provide a consensus so she and staff could move forward with the rebranding project. Consensus was provided following the Board members expressing varying opinions of the proposed logo which was discussed in the May 9, 2019 Regular Board Meeting.

Shaw asked May to expand on reporting the Safety Committee's discussing WiFi use and if changes should be made to its availability. May explained the Safety Committee was gathering WiFi usage data due to suggestions from law enforcement agencies and community members to turn it off when the libraries are closed. Currently WiFi is available 24 hours a day however there is a growing perception that people are using that as an excuse to congregate at the libraries to conduct criminal activity.

May said the committee will look at that information and consider the concerns of the community and ultimately decide whether or not a recommendation to the board is warranted. There are options being looked at aside from turning it off including narrowing the bandwidth or limiting it in other ways.

Library Strategies Report

MOTION: Director Turner moved to adopt the Library Strategies Report. Director Prokop seconded the motion. The motion was approved unanimously.

2019 Medford Comic Con Report

Terra McCloud, Branch Manager, Medford Branch Library provided a summary of the 2019 Medford Comic Con report. McCloud also provided a slideshow presentation which provided additional information summarizing surveys taken by vendors and patrons.

Presentation from Downtown Medford Association

May introduced Aaron Hassle and Lanessa Pierce and explained that both of them were part of the Comic Con planning committee this year and had approached her with some ideas to help move the event forward with partnerships. May said that Comic Con in its current format is not sustainable for staff. May then introduced Christian Nelson, Downtown Medford Association (DMA) Board President.

Nelson said there are many ideas about how the DMA could partner with JCLD on Medford Comic Con and if the District was interested then they would formulate an official plan to be presented at the board meeting in July 2019. The plan will outline the DMA's involvement as well as staff and JCLD. It will also encompass how they intend to bring in other community members and volunteers to create a governing committee that can implement the event.

The board members all provided comments and a consensus for the DMA to move forward with making a plan for the 2020 Medford Comic Con.

JCLF Report

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

2020 Transition Report

Marston said she had added some items more tied in with actions to the report. She and May met with the HR Manager from Special Districts Association of Oregon (SDAO) who will continue to be a sounding board as JCLD progresses through the transition. Marston and Bunick met with most of the jurisdictions regarding property ownership as that was the goal by the end of the year.

FFA Architecture will conduct a walk-thru on June 19th, 2019 to look at the Medford and Ashland branch libraries. May said the group had expressed interest in doing this and offered to make recommendations on accommodating additional staff. Citing different funding sources May added there is an opportunity to do some things with the lower level of the Ashland Branch Library. The goal will be to create a phased plan for renovations of the Ashland Branch Library and in longer terms a Facilities Master Plan. Marston added that Ryan DeSautel, Jackson County Facility Maintenance had been invited to meet with them as well and was aware any procurement would need to go through Jackson County.

UNFINISHED BUSINESS

Summary Report: Collection Agency

May said the recommendations are to continue using the current collection agency and actively seek ways to reduce print mailing cost of notifications. Turner recommended considering raising the threshold from

\$25.00 before a patrons account is sent to collections and asked if May could return with recommendations on the amount to which May agreed.

Volunteer Policy

MOTION: Director Turner moved to approve the Volunteer Policy. Director Prokop seconded the motion. The motion was approved unanimously.

Service Animals in the Library Policy

MOTION: Director Prokop moved to approve the Service Animals in the Library Policy as amended. Director Turner seconded the motion. The motion was approved unanimously.

July 11th and 12th, 2019 Board Retreat / Self-Evaluation

Marston stated that due to scheduling requirements the JCLD Regular Board Meeting will be held on Friday, July 12th, 2019. She said that the consultant who is facilitating the retreat on day one will focus on the 2020 transition and day 2 will continue without a facilitator but listed a few of the topics that would be covered.

NEW BUSINESS

Summary Report: First Year Fine Free

Carey Hunt, Assistant Library Director said the biggest takeaway from the first year is that patrons hold materials longer. There was some discussion about incentives to turn in materials and the different ways to communicate overdue reminders to patrons to prevent longer hold times.

White City Hours Adjustment

MOTION: Director Turner moved to approve the White City Branch Library Hours adjustment. Director Prokop seconded the motion with the provision that staff review current hours to ensure the hours adjustment does not impact typical patron traffic. The motion was approved unanimously.

May said that the announcement of these hours will be in the Fall Event Guide scheduled to go out in September 2019 and confirmed providing feedback following the review of the hours.

Agreement with JCLF for Operating Funding / IGA's with RVCOG for Accounting and Administrative Services / Agreement with SOHS Library and Archives / Contract for Legal Services with Huycke O'Connor Jarvis, LLP

MOTION: Director Shaw moved to approve 1) Agreement with JCLF for Operational Funding; 2) Intergovernmental Agreement with RVCOG for Accounting Services; 3) Intergovernmental Agreement with RVCOG for Administrative Services; 4) Agreement with SOHS Library and Archives; 5) Contract for legal services with Huycke O'Connor Jarvis, LLP. Director Turner seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Hunt said the second Spark Space recently opened at the White City branch and the kids loved it. The mobile makerspace is set up and was used twice and was a hit with adults as well.

Adjourn

Kiefer adjourned the meeting at 6:04 p.m.

/s/ Donovan Edwards

Recording Secretary