

Lower Umpqua Library District  
**Board of Directors Meeting Minutes**  
**Tuesday, September 20, 2021**  
Lower Umpqua Library

**LULD Board Members Present:**

Dale Harris. Tara Adams, Lee Bridge, Christine Thomas, and Gary Goorhuis via Zoom.

**Community Members:**

Terry Moore. Colleen Eberlein and Ron Eberlein via Zoom

**Staff Present:**

Sue Cousineau. Elba England via Zoom.

**Called to Order:**

Dale Harris called the meeting to order at 6:00 pm.

**Pledge of Allegiance:** Dale Harris led the pledge.

**Public Comments:** Terry Moore suggested that library announcements should be put on radio 1030AM. She also wanted to know how the terms of the budget committee members run. Sue Cousineau explained that the terms of some of the positions are staggered so the expiration of each position may be different. Gary Goorhuis stated that he very much appreciates that she is on the budget committee and would like her to continue to be. Discussion.

**Review of the Meeting Agenda:** Sue Cousineau asked to have Passport Patron and Coastline added to the agenda under New Business. **Motion** made by Christine Thomas to accept the agenda with the revisions. Seconded by Gary Goorhuis. Unanimous approval. (Harris, Adams, Bridge, Thomas, and Goorhuis voted in favor of the motion.)

**Review of the Minutes of August 10, 2021 Board Meeting:** Discussion of how the Executive Session minutes should be transcribed, if at all. No action taken at this time for the Executive Session minutes. **Motion** made by Lee Bridge to accept the minutes of August 10, 2021 Board meeting as presented. Seconded by Christine Thomas. Unanimous approval. (Thomas, Harris, Bridge, Adams, and Goorhuis voted in favor of the motion.)

**Finances:**

- Sue Cousineau presented 22 checks for \$13,428.55 and 4 additional checks for approval to pay. She asked for two separate motions to be made for approval. A **Motion** was made by Gary Goorhuis to pay the bills in the amount of \$13,428.55. Seconded by Lee Bridge. Unanimous approval. (Thomas, Bridge, Goorhuis, Harris, and Adams voted in favor of the motion.) A **Motion** was made by Gary Goorhuis to pay the additional four bills to Cybrarian Corporation for \$949.90, Stebbins and Coffey for \$1,686.00, Elkhorn Electric for \$8,000.00, and to the State of Oregon for \$684.00. Seconded by Lee Bridge.

Unanimous approval. (Thomas, Bridge, Goorhuis, Harris, and Adams voted in favor of the motion.)

- Checking account balance as of 9/17/21 is \$132,833.57.

### **Library Report:**

- The Summer Reading Program had 42 preschool children read 216 hours, 124 elementary students read 773 hours, and 22 teens read 119 hours. The staff did an excellent job. These are the highest numbers since 2004.
- September is library card sign up month.
- Sue Cousineau wanted to compliment staff while she was on vacation. They did an excellent job handling everything that came up and worked on really tough projects. The three staff have a very strong work ethic and work well together. Max did well at giving direction.
- The program highlighting Banned Books will run from September 26th to October 2nd. There will be a display in the library for people to check out.
- The statistics look different because additional data is needed for the State of Oregon Library Statistical Report. There were 1,731 total check outs for August, the highest in a year. There are 1,363 registered patrons. It looks like September is slower. There were 11 logged Geocache for August. Tara Adams said that this should pick back up with the school season.
- The 2021 Library Statistical report is due October 31st. Sue Cousineau has been working on this.
- The CPA is almost done with the review. It may be completed by the end of the month. Once completed Sue Cousineau will send it to the State.

### **Action Items Follow Up and Report**

#### **a. Grants**

- The Ready to Read grant was submitted in August and the results will be given in December.
- The G. Giles Hunt grant has been received and is being used for the outlets and surge protectors. The cost of the surge protectors has increased since the February bid. There may be a need to use some funds from Maintenance. Discussion. Sue Cousineau will get more information on the cost difference.
- A bill has not been received yet to repay the COVID Relief Funding. The amount may be \$2,217.09. Discussion.
- The \$3,000 from the Douglas County Library Foundation grant has not been spent yet. It will need to be spent in the next few months. Discussion.
- The ARPA (America Rescue Plan Act) grant through the State Library of \$7,681.73 has been received. Lee Bridge stated that he should be ready to make the first neighborhood library soon.
- The SDIS Safety and Security grant will not be applied for this time since the library has received two since the library started.

- b. **COVID-19 Requirements**-Sue Cousineau wanted to let the Board know that the signs on the doors now say *No face covering, no entry*. Discussion. The sign will say *NO*

*MASK, NO ENTRY. Cover both mouth and nose. Masks will be offered for those who are inappropriately covered or with no mask.*

### **New Business**

- a. **Circulation Policy**-Sue Cousineau presented a Circulation Policy. Lee Bridge said that Sue Cousineau did a good job on this policy. There had not been one in place prior to this one and it is mandated that there be one. Discussion. **Motion** made by Lee Bridge to approve the Circulation Policy #A-026 as presented. Seconded by Gary Goorhuis. Unanimous approval. (Adams, Bridge, Thomas, Harris, and Goorhuis voted in favor of the motion.)
- Sue Cousineau brought up some old business, how to pay State Unemployment. The two options are: Reimbursing account dollar for dollar, which means that the unemployment is paid as an employee files for unemployment. The second option is a Tax Paying account, where 2.6% of the gross pay is paid quarterly. Discussion. Sue Cousineau will prepare some data for the Board to review at the next meeting.
- a. **Passport Patron**-Sue Cousineau reported that a Passport Patron has not returned 10 DVD's and had been turned over to collections. Sue has been in contact with this person and learned that the patron had not received the notices. Sue took the patron out of collections due to an error on the library's end in getting notices to her. The patron also stated that she had returned 9 of the DVD's previously. Only one of the DVD's has been received. Sue is looking for approval to follow the new Circulation Policy in this case. Discussion which would allow for the patron to be forgiven 5 of the late DVD's. Discussion. The Board recommends that the Circulation Policy #A-026, adopted earlier tonight, be followed.
- b. **Coastline**-Christine Thomas asked how often the Passport Program is used. Sue Cousineau stated that it isn't utilized very much. Sue had been sending patrons to Coastline libraries for them to sign up for the program but has since found that they were not able to get into the program. The patrons would need to pay the \$100 out of district fee to access the Coastline Libraries. Sue is suggesting to pay the \$100 annual out of district fee for residents so that patrons can utilize those libraries. Discussion. She will contact Coastline to discuss this further.

### **Comments from Board Members-**

- Tara Adams mentioned that there are students who need community service hours and would be interested in having them do those hours at the library. Sue Cousineau stated that the library usually only takes on 2 or 3 students and at this time they may be filled.
- Dale Harris said that he had a letter that was addressed to the President of the library Board. It is a letter of resignation from Sue Cousineau effective December 31, 2021. Dale Harris congratulated her on her retirement. He asked for suggestions on how to best get started on finding a replacement for the Library Director. Sue Cousineau suggested that the job description for the Director should include a requirement of a minimum of a 4 year college degree, and make the pay at \$24 an hour with health insurance. The job posting would be done locally and through all of the libraries in Oregon. Dale Harris thanked Sue, stating that the high level of success of the library is

due to the work that she has done. Discussion. Lee Bridge and Sue will meet to set up the hiring process and provide a position description for the Board's review. Sue suggested that the posting should be completed by October 1st with a closing date for the position of October 31st. Discussion. Sue Cousineau stated that it has been a true honor to work with the Board.

**Next meeting:** Monday, October 12, 2021 at 6:00pm

**Meeting Adjournment:** Dale Harris adjourned the meeting at 7:32pm.

Submitted by:

\_\_\_\_\_ Date: 9/29/2021  
Elba England Meeting Clerk

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Dale Harris-President