

**Lower Umpqua Library District
Board of Directors Meeting Minutes
4/18/2023**

Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, Pres., Lee Bridge, VP, Gary Goorhuis, Treas., Christine Thomas, and Tara Adams

Community Members: Ron Eberlein, Colleen Eberlein, Terry Moore, Brad Adams (via Zoom)

Staff Present: Alex Kuestner and Jonathan Moore

Called to Order:

Harris called the meeting to order at 7:35 pm

Pledge of Allegiance:

Harris led the Pledge of Allegiance

Public Comments: None

Review of the Meeting Agenda: One minor addition was requested by Kuestner.

Review of the Minutes of March 2023 Board Meeting: Bridge made one correction, of his title from Acting President to Vice President. With this correction, Thomas moved and Bridge seconded acceptance of the minutes. The motion passed with a vote of 5-0.

Executive Session Minutes of March 2023: Thomas made the motion to accept, and Goorhuis seconded. Harris called the vote and the motion passed 5-0.

Finances: Kuestner explained that a large portion of this bill is for the heat pumps, which were installed in the past month. Thomas made the motion to pay the bills: \$6,550.00 to Elkhorn Electric, \$7,950.00 to Westbound Heating and Air Conditioning, \$3,712.57 to Cardmember Services, \$1,800.00 to ByWater, \$649.98 to Ingram Library Services, \$643.02 to SDIS, \$11,426.75 to Cardinal Services, \$1065.00 to Sue Cousineau, and the rest of the bills as stated, for a total of \$34,261.28. Goorhuis seconded, and the motion passed with a vote of 5-0.

Library Report: Kuestner

- Library statistics: We have recently seen a surge in CD and periodical checkouts, mainly due to newly added music CDs, audiobooks, and issues of *National Geographic*.
- Display tables feature a different theme of both books and DVDs each month.
- Pacific Northwest section: Demco will deliver two endcap bookcases, one of which will be used for the new PNW section.
- Music CDs: We recently started a section for music CDs, and are gradually adding over 400 to the collection, mostly acquired from one Craigslist order.
- Magazines: We recently added over 100 issues of *National Geographic*.

Action Items Follow-up and Report: Kuestner

- Community partners: Kuestner relayed that Sherril Paul is interested in reviving a series of presentations and activities in the conference room, presented by community members and organizations, and organized by staff and Friends of the Library (FoL). This was done previously, before the Covid-19 pandemic. (Brad Adams entered the meeting.)
- Neighborhood Libraries: We have four in the process of being built, looking for builders for two more. We still need to buy lumber for shelves. To pay for this, it was agreed that we will use the Maintenance budget category.
- Homelessness at the library: The previously mentioned patron is sometimes on the sidewalk, but less often than before. Other homeless people have visited the library, but so far haven't caused issues.
- Pre-school Story Time has recently seen a surge in popularity. It typically leads to many children's books being checked out on Wednesdays.
- New heat pumps have been installed. We still have grant money remaining. Discussion on how to spend it: Ron Eberlein suggested that Kuestner research a quarterly service contract offered by Westbound Heating. Harris noted that we need to find out whether grant money can be applied to that. Bridge and Thomas are in favor of buying HEPA filters, which could be installed in the new system.
- Interlibrary Loan: Harris suggested waiting until July, and the start of the next fiscal year, before initiating ILL.
- Walking Study: Five participants have signed up, and three are awaiting doctors' permission. We're scheduled to start in May. Our target is 15-20 people.
- Grants:
 - Pilcrow Grant: A matching grant for buying children's books. FoL agreed to give \$300, and we're aiming to raise \$100 from the community.
 - The LSTA Competitive Grant is giving us money to buy laptops and hotspots. The board agreed on the plan to buy AT&T hotspots + data plans, and see if they work better than T-Mobile (e.g. on Smith River). If AT&T is comprehensively better, maybe eventually switch over entirely.
 - Two Internship Grants to hire teenagers: Can't spend them until June. LULD was approved for one of these grants but we have not yet received a response to the other grant's application. The approved grant is supposed to primarily be spent on salary, but some can be spent on project supplies. If the intern is under 18 they cannot work more than 20hr/week. The approved grant is for 8 weeks, so it seems they would need to have a higher than expected salary. Harris stated that we cannot pay them more than our staff.
 - MagiKids program: They're sending us *Magic: the Gathering* cards.
- Video games: Do we want to treat them like movies, where we have a range of age groups? Harris: Let's start with those rated "Teen" and below, for purchasing, adding to the collection, and requesting donations. Adams & Thomas concurred. Discussion on whether we will buy headphones for people to use while gaming.

- LULD Covid-19 Policy Monthly Review: Harris: policy change: masks are no longer required, but are still optional. Covid Policy Monthly Review can be removed from future agendas.

New Business: Kuestner

- Local Government Investment Pool: Douglas Co. requested that we set up a checking account that they can directly deposit into, which would be less accessible, but make more interest than it currently does. Harris: Need to find out how to transfer money between this new account and our checking account.
- Kuestner signed up for librarygrants.blogspot.com to notify him of new grant opportunities, e.g. a \$50,000 T-Mobile grant for 100 rural libraries nationwide.
- Thomas made the motion that we spend \$1,739 to clean the carpets, to be paid to B&B Janitorial. Bridge seconded. The motion passed 5-0.
- Kuestner proposed adjusting the checkout rules so that magazines don't count toward the 25-item limit, and the board agreed.
- Harris recommended that we postpone discussion on Saturday hours and additional staff positions.

Budget: Grant Expenditures:

Harris read the resolution establishing the authorization to make appropriations transfer due to lack of funds, \$22,200 out of Contingency (line item 29 on p.2 of the Requirements Summary, LB-30, for 2022-23) to Grant Expenditure (line item 20 on p.1 of the Requirements). Grant expenditures were substantially higher than forecasted due to receiving additional grants. The purpose of the appropriation transfer is to pay for expenditures stipulated by the requirements of the specific grants — Cedric Hayden American Rescue Plan Act (\$923.30), Cedric Hayden Infrastructure (\$8,316.67), Douglas County Library Foundation Payroll (\$7,800), LSTA (\$1,406), Teen Internship (\$1,000), which total \$19,445.97 — and to use the remaining \$2663.45 from the unrestricted Douglas County Library Foundation grant. Goorhuis moved to adopt this resolution, Bridge seconded, and the motion passed 5-0.

Comments from Board Members:

Harris called for board member volunteers to look over, on May 3-5, forms to be used for Kuestner's evaluation, before discussing them in full executive session and then presenting them to Kuestner. Adams volunteered.

Executive Session began at 9:11 pm.

Executive session ended at 9:17 pm.

Next board meeting to be held on Tuesday, May 9th at 6:00 pm.

Submitted by:

_____ Date: 5/5/2023
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____