

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, October 13, 2020
Lower Umpqua Library

LULD Board Members Present:

Ron Eberlein, Lee Bridge, Gary Goorhuis, Tara Adams via Zoom. Marty Zdunich via Zoom at 6:08pm

Community Members via Zoom:

Colleen Eberlein

Staff Present:

Sue Cousineau
Elba England via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:00 pm.

Pledge of Allegiance-Ron Eberlein led the pledge.

Installation of Tara Adams as Position 4 Board member-Tara Adams swore in as a Board member.

Public Comments-none.

Review of the Meeting Agenda: Sue Cousineau asked that an agenda item be added under New Business-State Library of Oregon grant, SDIS Safety and Security grant, and bid for pressure washing the building. **Motion** made by Lee Bridge to accept the meeting agenda with the additions of new business of the State Library of Oregon grant, the SDIS Safety and Security grant, and to consider a bid for pressure washing the library. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, Adams, and Goorhuis voted in favor of the motion.) Marty Zdunich was not present to vote.

Review of the Minutes of September 8, 2020: **Motion** made by Lee Bridge to accept the minutes as presented. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, Adams, and Goorhuis voted in favor of the motion.) Marty Zdunich was not present to vote.

Finances:

a. Library Director's Report-

- Checking account balance is \$63,368.56 as of October 8th.
- 1. **Motion to pay the bills.** Sue Cousineau presented 20 checks for \$13,433.93 plus a bill from Isler, PA for \$4,410.00. **Motion** made by Gary Goorhuis to pay the bills for \$13,433.93 and \$4,410.00. Seconded by Lee Bridge. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.)
- Gary Goorhuis asked if Isler, CPA found anything odd in the review. Sue Cousineau said that it was a matter of getting him everything he needed which took a bit. When Sue realized that she had received the final review she shared it with Laura Fisher who said that it was a very good job.

Library Report

- a. **Douglas County Library Foundation grant**-Sue Cousineau wrote the foundation a letter showing appreciation for the 2018/2019 grant in the amount of \$7,500.00 and the 2019/2020 grant for \$5,000.00. The balance of the \$7,500.00 grant helped pay for the copier in the amount of \$565.54. Ron Eberlein has received a letter to request the next grant from the foundation. They basically have set aside \$3,000.00 for each library in Douglas County. Sue Cousineau would like to use this grant for large print books and audio books. All Board members agree with Sue writing the grant for these items.
- b. **Friends of the Library book sale**-an outdoor book sale will be held each Tuesday from noon to 3pm starting next Tuesday. They will be lasting for a month and would include one Saturday. They will be held weather permitting. Masks and social distancing is required. Gloves will be available for customers. Donation jars will be used to collect suggested donations for the items. Sue Cousineau is looking for permission for the Friends to be able to hold the sale. All Board members agreed to let them hold the sales.
 - The school superintendent has approved students for community hours.
 - Sue Cousineau presented the contact list of the Board members. She was looking to make sure the information was correct. It was pointed out that Marty Zdunich is the secretary. Sue will make the correction and send it to the Board members once completed.
 - Sue Cousineau presented the statistics. She pointed out that there have been 1,623 check outs for the month. Computer use is at 184. Sue wanted to know how "Catalog holdings" should be reported. Gary Goorhuis suggested a fiscal annual reporting. Sue mentioned that there have been 29 new patrons in the month. Tara Adams asked if there was any way of knowing how many people are accessing the WiFi from the parking lot. Marty Zdunich stated that it would be difficult to map this since the same login is being used for inside the library and outside the library.
 - Sue Cousineau shared Updated Advice on Handling Library Materials during COVID-19 Pandemic from the State Library of Oregon. The new recommendation for quarantining is 24 hours. LULD has been quarantining for 3 to 4 days which was causing a backlog. The Board agreed to the change to 24 hours. Gary Goorhuis asked if the notice on the web page will be updated. Sue Cousineau will take care of that.
 - Sue Cousineau shared Douglas County Clerk's "Eligibility Requirements for School/Special District Director Candidates" list. It states that a library employee can serve on Board. However, ORS198.115 states "*A district, by an ordinance or resolution that takes effect at least one year prior to the date of the regular district election, may provide that any individual who is an employee of the district is not eligible to serve as a member of the governing board of the district by which the individual is employed. [1999 c.336 §2; 2007 c.179 §1; 2015 c.560 §8]*" LULD has a policy in place that states that a Board member can not be an employee but there is no ordinance or resolution addressing this issue. Discussion. After the May 2021 election a resolution can be passed to limit it to 1 employee to service on the Board. Sue Cousineau asked that this be placed on the June 2021 agenda.
 - Sue Cousineau presented Personnel policies that have been revised. They included Employee Guidelines, Employment Policy, Business Ethics and Conflict of Interest, Equal Employment Opportunity, General Personnel Policies, Prevention of Workplace Discrimination, Harassment, and Retaliation, and Manpower Guidelines. **Motion** made by Gary Goorhuis to accept the changes and revisions to the Employment Practices and new table of contents as presented and also put the policies 1, 2, 3, 4, 5, 7, and 8 onto

thumb drives for the employees. Seconded by Marty Zdunich. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.)

- Sue Cousineau asked if Job Descriptions should be kept with the Personnel Policies. It was decided that they did not need to be.
- Gary Goorhuis had asked Sue Cousineau to speak about the library at the Rotary Club meeting. Sue put together an outline but was not able to attend the meeting due to staffing issues. Gary Goorhuis used the outline and spoke to the Rotary Club. The information was appreciated. He talked about the Passport Program and people were excited to be able to have access to other libraries. Sue Cousineau said that no one has come in to sign up yet so Gary will take applications to the next Rotary Club meeting to encourage people to sign up.
- Sue Cousineau reported that Nada Rose donated a quilt that she had made specifically for the library. It says "Reedsport Library Celebrating 100 years. 1920-2020. Sue Cousineau will have a plaque made and get a picture of Nada and the quilt.
- The C. Giles grant in the amount of \$5,120 has been received. \$2,500 will be for large print books and audio books. The balance will be used for lighting in the entryway and the children's area. Jon Train will install the lights.
- Sue Cousineau mentioned that there is a staff out on FFRCA leave due to distance learning. It's looking like this could change as some children are going back to school.
- Sue Cousineau stated that a staff person has taken a COVID-19 test. She was quarantined for four days waiting for the test results to come back which meant that her wages still needed to be paid. She is negative. Discussion.

New Business:

- a. **Collections/Collection Agency**-a final letter was sent to those who still have not paid for late/missing items. Balances not paid in a few more weeks will be turned over to CSO Financial, Inc. for collections. There will be 40% added to the balance owing by the collection agency.
- b. **Resolution 2020-2021-16 for appropriations transfer to pay for remaining balance of copier**-Sue Cousineau stated that a resolution to take money out of the contingency fund for the copier had to be done. She presented the resolution.

Resolution 2020-2021-16 dated October 13, 2020.

Resolution Adopting An Appropriation Transfer.

A resolution establishing the authorization to make an appropriation transfer due to the purchase of a Ricoh MP25555BW Copier and Cabinet. Total cost of the copier and cabinet is \$2,365.00.

The Douglas County Library Foundation 2018-2019 grant will cover \$565.54. The remaining balance is \$1,799.46.

Therefore, an appropriation transfer of \$1,799.46 from OPERATING CONTINGENCY line item 29 on page 2 of the REQUIREMENTS SUMMARY FORM LB-30 budget 2020-2021 to I.T. Services/Cybrarian line item 25 on page 1 of the REQUIREMENTS SUMMARY FORM LB-30 budget 2020-2021.

The purpose of the appropriation transfer is to cover the cost of the copier and cabinet. A motion was passed by the Lower Umpqua Library District Board of Directors on August 11, 2020 to purchase the copier.

APPROVED AND ADOPTED this 13th day of October 2020.

Motion made by Gary Goorhuis to approve and adopt Resolution 2020-2021-16, Resolution Adopting An Appropriation Transfer due to the purchase of a copier, therefore a transfer of \$1,799.46 from Operating Contingency, line item 29 on page 2 of the Requirements Summary Form LB-30 budget 2020-2021 to I.T. Services/Cybrarian line item 25 on page 1 of the Requirements Summary Form LB-30 budget 2020-2021. The purpose of the appropriation transfer is to cover the cost of the copier and the cabinet. Seconded by Marty Zdunich. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.)

Action Items Follow Up and Report (missed earlier in the meeting)

- a. **Financial Review**-Sue Cousineau reported that the review is completed and has been forwarded to Board members. She also shared it with Laura Fisher. Laura said that it was a great job. Elba England asked if the review needed to be posted on the website. Discussion. It was agreed that the review does not need to be posted on the website.

New Business (continued)

- c. **Bid for pressure washing library**-Sue Cousineau received a quote from Eric Boler of B&R Painting & Pressure Washing Services to treat with 30 Seconds and pressure wash the entire building for \$450.00. He said that the paint looks good and the caulking is okay. Eric Bolen recommended that this should be done every 3 years. This will come out of the maintenance budget. Discussion. **Motion** made by Mary Zdunich to accept the bid from Eric Boler to pressure wash the library for the cost of \$450.00. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.)
 - d. **State Library of Oregon Grant**-Sue Cousineau submitted a grant today for a \$1,878.68 grant for PPE supplies. It was for reimbursement of PPE and sanitizing supplies already purchased for \$585.20, plexiglass panels and kits for the circulation desk for \$902.55 and a purchase order placed with the City to Coastal Linen for \$390.93 for PPE and sanitizing supplies. The grant was awarded today.
 - e. **SDIS Safety and Security grant**-Ron Eberlein explained that every year SDIS has a grant for security and safety. He noticed that the outside lighting is pretty poor. Jon Train from Elkhorn Electric is bidding on replacement of 14 outside light fixtures and a timer to control the lights. Ron is requesting permission to write a grant for this. The grant deadline is November 18th. Sue Cousineau said that it is a matching grant for a maximum amount of \$2,500.00. The other half of the costs would come out of the budget line item for maintenance. Discussion. **Motion** made by Lee Bridge to request the grant from SDIS Security and Safety up to \$2,500.00 to upgrade the outside security lighting. Marty Zdunich seconded. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.) Gary Goorhuis suggested including "Helps reduce liability" in the grant application. Sue Cousineau will send the completed grant application to Gary Goorhuis and Tara Adams for their suggestions after the bid is received.
- Sue Cousineau asked that "update strategic plan" be added to next month's agenda.
 - Sue Cousineau had sent a new policy, Collection Development and Management Policy, to the Board members for review. This policy was prompted because of a survey from the State Library of Oregon. The policy was approved by Tara Adams, Gary Goorhuis,

and Lee Bridge. Sue can move forward on with the survey and policy number A-019 will be added to the book.

Comments from Board Members

- Ron Eberlein said that he has been working on the SDIS Best Practices Program. There is up to a 10% discount on liability insurance for participating in this program. There are areas that need to be met to receive a 2% discount for each one. They include 1) Affiliation with an organization membership. LULD is a member of the Oregon Library Association and the American Library Association. 2) Harassment checklist. 3) Policies meet ORS standards. 4) Online harassment training. 5) SDAO and SDIS Training. Sue Cousineau and Lee Bridge have taken 4 of the online trainings. Ron Eberlein will continue to work on this. The deadline is November 6th. This will help with next year's insurance costs. Discussion.
- Sue Cousineau thanked everyone for helping her out. She stated that she couldn't do her job without their help.

Next meeting: Tuesday, November 10, 2020 at 6:00 pm

Meeting Adjournment: Motion made by Lee Bridge to adjourn the meeting at 7:30 pm. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, Adams, Zdunich, and Goorhuis voted in favor of the motion.)

Submitted by:

Elba England
Meeting Clerk

Date: 10/25/2020

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____