

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, December 14, 2021
Lower Umpqua Library

LULD Board Members Present:

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

Community Members:

Terry Moore. Colleen Eberlein, Ron Eberlein, Carolena Pierce, and Buzzy Nielsen 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 mentioned that she is excited that little libraries will be placed in Reedsport and surrounding areas. She thanked Lee Bridge and Sue Cousineau for working on the project of bringing Neighborhood Libraries to this area.

Elba England stated that she is working full time now so she will be stepping down as the Meeting Clerk. Dale Harris said that she had done a really good job taking the minutes. Discussion. Lee Bridge said that he has someone in mind for the position.

Review of the Meeting Agenda: Sue Cousineau asked that a New Business item be added for Insurance Agent. Lee Bridge asked to add Vacation Rentals in Reedsport to New Business also. **Motion** made by Christine Thompson to add these two items to New Business on the agenda. Seconded by Lee Bridge. Unanimous approval. (Harris, Adams, Bridge, Goorhuis, and Thomas voted in favor of the motion.)

Guest-Buzzy Nielsen from the State Library of Oregon-Buzzy Nielsen is available to help with job postings and making suggestions to assist in finding a suitable candidate for the Director position. He stated that the process that has been in place so far, is what is typically recommended. He offered a form for the interview process. That form will be sent to Sue Cousineau. Recommended to set a date of first review of applications to be 3 weeks after posted but do not set a close date on the posting. Currently there is only one other library looking for a Director. Discussion.

Review of the Minutes of November 9, 2021 Board Meeting: Discussion. **Motion** made by Lee Bridge to accept the minutes of November 9, 2021 Board meeting as presented. Seconded

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

Finances:

- Sue Cousineau presented the current balance sheet and pointed out that current assets are almost \$400,000.
- Sue Cousineau presented 24 checks for \$14,894.05 and a check to Isler CPA for \$4,575.00 which had been voted on for approval via email. Three additional checks were also presented for payment: SDIS for Liability Insurance for \$4,176.00, Scholastics for \$650.99, and Hennicks Lumber for \$584.01 for Neighborhood Libraries. The checking account balance at Umpqua Bank as of 12/10/21 is \$254,783.21. Discussion. A **Motion** was made by Gary Goorhuis to pay the 24 bills in the amount of \$14,894.05. Seconded by Tara Adams. 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 checks to Isler CPA for \$4,575.00, SDIS for Liability insurance for \$4,176.00, Scholastics for \$650.99, and Hennicks Lumber for \$584.01 . Seconded by Tara Adams. Unanimous approval. (Thomas, Bridge, Goorhuis, Harris, and Adams voted in favor of the motion.)
- The preliminary library insurance policy is available for the Board to review.
- The CD is up for renewal. Sue Cousineau presented the current interest rates. Discussion. **Motion** made by Christine Thompson to renew the CD for 6 months at a rate of .04%. Seconded by Lee Bridge. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)
- A bill from the Ethics Commission should be received shortly. The amount is about \$500 a year. This is the first year that it will be received. Discussion.

Library Report:

- There is a reading contest going on for 6th, 7th, and 8th graders. Max Bright has made a video and posters for this contest. Two of the staff visited the 7th grade classroom to present the contest.
- Celebration of Literacy, Go Wild with Reading, will be mid January to mid February. The kids will be doing animal art and the staff will create a zoo to display their animal art.
- The Friends of the Library decorated the library for the holidays.
- The Friends of the Library held a "Give a Book as a Gift" sale and brought in \$596. There will be another sale next Tuesday.
- Staff has been working on the summer reading program by ordering books, and shopping for prizes.
- The staff has been cataloging the DVD donations.
- There are 3 new story time virtual programs, 2 in Spanish. They are making crafts to go with the virtual story times. There have been 129 views.
- Donations of \$100 and \$300 have been received.
- Sue Cousineau talked to police Chief Smart in regard to homelessness issue of being on public property. Sue Cousineau reviewed the City codes to see how it related to the State. If there are homeless people on the library property they can not be kicked off

because it is public property. If there are any issues the police should be called and they will handle it.

- Sue Cousineau and Max Bright attended a Zoom meeting for A-Z Databases. The database provides information as to jobs, businesses, who is new to the area, and who is making donations in this area, as well as much more. The cost is \$900 a year. It may be possible to partner with others to help share the annual cost.
- Statistics report shows that 17 new patrons were signed up in November, there were 20,049 website visits, and 1,283 checkouts for the month.
- The signed forms for changing how State unemployment is paid were sent on December 2nd. Sue Cousineau said that she has not received notification yet that the State has received it.

Action Items Follow Up and Report

a. Grants

- Lee Bridge will start building the first Neighborhood Library tomorrow. The first site will be the Community Building in Winchester Bay. Discussion. Sue Cousineau has contacted the hospital to see if one may be placed there. After the first one is in place Sue Cousineau will be having pictures taken for the website and to use for getting the word out there that it exists.
- The Douglas County Library Foundation's grant award will be announced in February. This is a \$5,000 grant.
- The C. Giles Hunt Foundation grant is due at the end of February. An estimate for a ductless heat pump system is being sought for this grant and should be available on January 15th. It looks like 3 to 4 units may be needed for the building. Sue Cousineau is recommending that the grant be written for one unit each year. Discussion.
- The ARPA grant is for the Neighborhood Libraries.

b. **COVID Requirements**-The policy will remain in place: NO MASK, NO ENTRY to the facility. Mask must cover the nose and mouth. The meeting room remains closed and there are no in-house programs being held. Discussion.

c. **Unemployment: Reimbursing Account vs Tax Paying Account**-discussed earlier in the meeting.

d. **Library Director/District Manager**-Dale Harris recapped what he had gleaned from Buzzy Nielsen's earlier presentation in regard to enhancing the posting of the Director position. Discussion of benefits, salary, retirement, relocation reimbursement, posting of opening.

- Discussion of Juneteenth as an additional holiday for the library staff. **Motion** made by Lee Bridge to add Juneteenth (June 19th) as a holiday for the library. Seconded by Tara Adams. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)
- Sue Cousineau asked Buzzy Nielsen if he knew of the ALA Job List and wondered if he recommended using it for posting this position. The fee for using the site is between \$200 & \$500. He said that it would make the posting available to a wide audience but also mentioned that in the last two searches that he was involved with they did not use it due to the cost. Discussion.

New Business

- a. **Reply All**-Discussion of replying to all when an email is received. There are occasions that Dale Harris, as Board President, would like to allow a “reply all” rather than replying to each individual Board member. Terry Moore asked if it was okay for her to “reply all”. Dale Harris pointed out to her that since she is not on the Board there is not a concern.
- b. **Junetheenth**-previously discussed.
- c. **Library Behavior Guidelines**-Sue Cousineau presented these guidelines that were put together by the staff from reviewing three different library systems.
- d. **Passport Program**-Sue Cousineau said that all Coos County libraries have withdrawn from the Passport Program and will not be issuing any more cards. If a patron has a Passport card it will be honored until it expires. Discussion.
- e. **Attorney**-A letter was received from the law firm of Stebbins & Coffey stating that they will terminate their partnership, due to retiring, effective April 30, 2022. The letter offered a suggestion of Jane Stebbins who will be partnering with Amber Gies. The partnership will be Stebbins and Gies as an alternative law firm. Discussion. Gary Goorhuis reminded the Board that the Board President is the only person authorized to contact the attorney.
- f. **Insurance Agent**-Biznet is the agent for liability and health insurance. Sue Cousineau shared about some of the changes that are going on at the agency and asked if the Board wanted to continue using them as their agent. Discussion. There will not be any change at this time.
- g. **Vacation rentals in Reedsport**-Lee Bridge brought up the fact there is a shortage of homes in Reedsport. He is concerned about homes being allowed to be rented as vacation homes which reduces the inventory in the area for purchases. Discussion. Lee Bridge will draft a letter for the next meeting that will be presented to the City Council opposing homes being rented out as vacation spots.

Executive Session ORS 192.660 Personnel-the meeting was closed at approximately 8:00pm.

The regular Board meeting resumed at 8:49pm.

Librarian Contract Services-Motion made by Lee Bridge to agree to a contract with Sue Cousineau for up to 24 hours a week at a rate of \$45 an hour, with specific duties to be decided. The contract will be in effect from January 1, 2022 to the end of February 2022. Seconded by Gary Goorhuis. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)

- Dale Harris stated that he would be willing to have his name on accounts that Sue Cousineau’s name is currently on. Gary Goorhuis’ name will continue to be used for the credit card. Sue Cousineau will cancel her credit card. Discussion.

Comments from Board Members-Dale Harris suggested that all Board members review the applications received for the Director’s position. Dale Harris said that he understood Sue Cousineau’s frustration with the process of finding her replacement but that the Board has done what it can do and will take time to find someone. Discussion.

Next meeting: Tuesday, January 11, 2022 at 6:00pm

Meeting Adjournment: Dale Harris adjourned the meeting at 9:01pm.

Submitted by:

_____ Date: 1/4/22
Elba England-Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Dale Harris-President