Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.
Reedsport, Oregon 97467
Tuesday, 6:00 pm June 09, 2026

1. Start Zoom
2. Call to Order Eberlein
3. Pledge of Allegiance Eberlein
4. Public Comment – 3-minute limit per individual
5. Review of the meeting agenda Eberlein
6. Review of the Minutes, May 12, 2026 Eberlein
7. Finances Kuestner
    a. Motion to Pay the Bills
8. Library Report Kuestner
    a. Library statistics report
    b. Library Programs/Events
9. Action Items Follow-up and Report Kuestner
    a. Security cameras replacement
    b. Pay Matrix policy clarifications
    c. Local Government Investment Pool (LGIP)
    d. Library employment
10. New Business Kuestner
    a. Oregon state park passes
11. Comments from Board Members
12. Next Meeting July 14, 2026
13. Meeting Adjournment

Lower Umpqua Library District
Board of Directors Meeting Minutes
06/09/2026
Lower Umpqua Library and Zoom

LULD Board Members: Three present: Ron Eberlein, President, Lee Bridge, Vice President, and Melissa Lilly, Secretary. Absent: Gary Goorhuis, Treasurer, and Dale Harris.
Staff Present: Alex Kuestner (Director), Jonathan Moore, Debb Montclair.
Community Members: Chris Adamson, Terry Moore (via Zoom), Colleen Eberlein (via Zoom).

1. **Start Zoom.**
2. **Call to Order:** Ron Eberlein called the meeting to order at 6 PM.
3. **Pledge of Allegiance:** Eberlein
4. **Public Comments**: There were no public comments.
5. **Review of the meeting agenda:** Lilly moved to accept the agenda as presented, Bridge seconded, and the motion passed 3-0.
6. **Review of the Minutes for May 12, 2026:** Eberlein made a correction to item 2, changing "8 PM" to "6 PM". Kuestner requested a correction to the continuation (post-Executive) section of the Regular Session minutes, noting that Harris said that Kuestner's 2% merit raise was "in addition to any step movements". Bridge made a correction to item 13, changing "E-xecutive" to "Executive". Lilly moved to approve the minutes of May 12 as amended, Bridge seconded, and the motion passed 3-0.
7. **Finances:**
    a. Motion to pay the bills: Bridge moved to pay the bills as presented by Kuestner: bills over $1,000 totalling $13,939.69 (to Cardinal Services for payroll) and bills under $1,000 totalling $4,113.36, for a total of $18,053.05. Lilly seconded, and the motion passed 3-0.

    Kuestner reported that, due to rising costs throughout the economy, LULD is now estimated to spend more than originally projected for this fiscal year. Therefore, an additional $5,000 will be required in the Accounting line item to pay for an AUP (Agreed-upon Procedures) report. Kuestner requested moving $5,000 into Accounting from Contingency, and provided a resolution to that effect. Lilly so moved to adopt resolution 2026-06, Bridge seconded, and the motion passed 3-0. Eberlein signed the resolution.
8. **Library Report:** Kuestner

    In accordance with feedback received in his evaluation, Kuestner truncated this section to remove information about day-to-day operations and follow-up items that have not seen major changes.
    a. Library statistics report: Kuestner noted that library statistics for May 2026 were similar to the May prior. He referred to the statistics report that was provided to the board, and invited any questions.
    b. Library Programs/Events: Library staff updated the website to make it more user-friendly for finding information about events. The Summer Reading Program kickoff will be held on June 17. Reedsport's Echoes Book Club will hold its first meeting at the library on June 24. Library Bingo continues to be popular.
9. **Action Items Follow-up and Report:** Kuestner
    a. Security cameras replacement: Jonathan Moore presented a summary of quotes for upgrading the library's security camera system, from three companies: Integotec, Federal Security, and Gold Coast Security. There were a total of 8 quotes. Some of the Integotec quotes included an upgrade of the library's network technology (firewall, routing, and WiFi access points). Moore recommended taking this route, since the library will need to upgrade its network technology regardless, and some of the components are more efficient when combined for both purposes (camera system and network). He gave an estimate of $11,500 that would blend two Integotec quotes ("Premium" and "Economy"), providing higher-resolution cameras in areas where they would be more effective.

        Kuestner discussed options available to fund the security camera project, including $2,500 from the SDAO Safety and Security grant, $2,000 from the Douglas County Library Foundation grant, and $3,600 from various other line items in the 2025-6 fiscal year; the remaining funds could come from the Building Maintenance Reserve Fund. LULD could also split the funding between the 2025-6 and 2026-7 fiscal years.

Adamson asked whether LULD staff had seen reviews or testimonials of any of these companies. Moore and Kuestner reported that they had seen online reviews, and that the library had a good experience working with Integotec as an IT service for the past year and with Gold Coast installing and servicing LULD's alarm system.

Lilly moved to approve $11,500 to accept Integotec's bid to upgrade LULD's security cameras and network, funded in part by the stated grant money. Bridge seconded, while expressing reservations over the high cost of certain equipment. The motion passed 3-0.

b. Pay matrix policy clarifications: Kuestner requested clarification from the board as to whether the pay matrix (drafted by Bridge and passed into LULD policy in July 2021) is in effect. The pay matrix stipulates step movement pay raises of 2% at the two-, four-, and six-year anniversary of an employee's hiring, and lower percentages at subsequent anniversaries (all in addition to any merit raises). Kuestner argued that, if this pay matrix is in effect, and if some staff members are to receive their 2-year step raises, then all staff members should receive their 2-year step raises, retroactively where applicable. Rectifying the situation with back pay would amount to $7,960.11 overall. Kuestner presented Resolution 2026-07, which would transfer this amount from Contingency to the Payroll line item. Bridge reinforced Kuestner's statements about the pay matrix, stating that the matrix is based on continuous employment and the employee's anniversary date, and that it is separate from raises (or bonuses) based on performance appraisals, cost-of-living adjustments, or changes in position or duties. He also stated that there should never be a situation in which some employees receive a pay increase based on longevity of employment and other employees do not.

Lilly moved to transfer $7,960.11 from the Contingency fund to Personnel Services in order to correct the payroll deficit. Bridge seconded, and the motion passed 3-0.

c. The Local Government Investment Pool (LGIP) sent an email stating that LULD's application has been approved. LULD needs to tell the LGIP who will be listed on the account. Kuestner suggested Goorhuis and Kuestner, and the board agreed.

d. Library employment: Due to family issues, Kaitlyn O'Dell resigned in May. Kuestner wants to hire two short-term employees for the summer (either teen interns or adults). The positions would be 10 hours per week, and one or both of the new employees could be promoted to Library Page at the end of the summer if their work is satisfactory. The board raised no objections.

10. **New Business:** Kuestner

a. Oregon state park passes: The State of Oregon issued LULD three Day Use Parking Permits (for no charge) for use at state parks. They are valid for one year. LULD will be making them available to patrons to borrow and promoting them as a 7-day pass. The board, Kuestner, and Adamson discussed the various types of park passes that are needed to visit parks in the Reedsport area.

11. **Comments from Board Members:** There were no comments.
12. **Next Meeting** will be held on July 14, 2026.
13. **Meeting Adjournment**: Bridge moved to adjourn at 6:47 PM, Lilly seconded, and the motion passed 3-0.

Submitted by:

____Date: June 30, 2026

Jonathan Moore - Library Technician

Accepted as written or amended on (date) _______________

Approved by:

____Date: _______________

Ron Eberlein - Board President