

**Lower Umpqua Library District
Board of Directors Meeting Minutes
10/10/2023
Lower Umpqua Library and Zoom**

Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Sec., and Melissa Lilly.

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

Community Members: Colleen Eberlein (via Zoom).

1. Call to Order: Harris called the meeting to order at 6:03 p.m.

2. Pledge of Allegiance: Harris led the Pledge of Allegiance.

3. Public Comments: None.

4. Review of the Meeting Agenda: Amendments: 12. New > Next. Ron Eberlein moved to accept the agenda as amended, Thomas seconded, and the motion passed 4-0.

5. Review of the previous meeting's minutes: Kuestner amended the minutes: 6. "\$5,000.00 for Overdrive" > "\$5,100.06 for Overdrive". (We spent \$5,000 in the Overdrive budget category, but the fee was slightly higher so we put the remaining \$100.06 in the IT category.) Thomas moved that we adopt the minutes as amended, Lilly seconded, and the motion passed 4-0.

6. Finances:

Motion to Pay the Bills: Thomas moved that we pay the bills: bills of more than \$500 totaling \$15,097.46, bills less than \$500 totaling \$1,359.79, for a total of \$16,457.25. Lilly seconded, & the motion passed 4-0.

7. Library Report: Kuestner

- a. Library statistics report: We've seen a big spike in CD checkouts, due to the music CDs being prominently displayed in a CD case the Friends of the Library bought for us.
- b. Display tables: We have a new display of magazines near the CD case.

8. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: According to Stephen Corbett, Peter Dyball said he mailed us the agreement to house a library on his property (if so we should receive it soon). We need a place to store the materials for the last two libraries, until we can find builders. We could potentially store it at the library, but for the large plywood, Harris thinks we need to find another storage place within 2-3 weeks. We should move forward with having Linda Bowman sign the paperwork to locate a neighborhood library on her property in Scottsburg.
- b. Homelessness at the library: No incidents, although there is a car in the neighboring parking lot that has been there a while.
- c. Pacific Northwest section: The children's and YA PNW sections need to be expanded, but the adult section is doing well. (Many seemingly enjoy reading murder mysteries set near where they live.)
- d. Internships: The SDAO grant college student internship has been posted, but we haven't received applicants for it yet. We'll expand the reach of our advertisements.
- e. Roof replacement: Pioneer Roofing is going to repair the flat roof. They said they'd come Wednesday (presumably tomorrow). Ron Eberlein thinks the money should come out of the maintenance budget, keeping the roof fund for the eventual replacement of the whole roof.

- f. Kuestner applied for a grant from the Dorothy Louise Kyler Fund. The grant is for up to \$5,000, for children's materials in rural libraries.
- g. Interlibrary Loan: Kuestner reiterated the point from last month regarding patron impressions of book requests, and the processes of either requesting a book to be ordered, or requesting a book via ILL. We're going to advertise ILL more broadly. Juneen will bring it up at two events she will be attending (see i.). Being able to import records from the WorldCat database has been very helpful.
- h. Credit card: The credit limit for the Umpqua Bank card is \$37k, which Goorhuis is fine with, but Harris considers too high (something in the region of \$3-5k would be more sensible). We could settle on an amount in between (e.g. \$15k). There is also the Amazon card with a limit of 20k. LULD has been paying a lot more bills by credit card (whereas we used to primarily use checks). The purpose of using the credit card more often is to earn points, which can be used to obtain free books.
- i. Programs: Kuestner will start a genealogy program once all the genealogy books we ordered from Ingram arrive and are processed. This will include a class and book display in the meeting room. We also received the Family Tree Maker software that Kuestner donated.

Sherry Paul is reaching out to potential community partners. Juneen will be attending two outreach events: an eclipse event, and the Main Street festival in Nov. Kuestner is still assembling the orienteering program. There will be compasses and umbrellas available for borrowing.

- j. PERS (retirement plan for Kuestner): The annual cost, as far as Kuestner can tell, will be \$7,382 (after a 6 mo. waiting period). Harris is concerned that this cost, added to Kuestner's annual salary, would be 25% higher than the previous librarian's total compensation. He has experience with retirement plans in which the employer pays 3% of salary, with the employee having the option to contribute in addition. Paying 12.83% of salary is quite high. Harris will look into other options, and suggested that Kuestner find out what librarians are doing in Oregon library systems of similar size.
- k. LSTA grant: We've bought laptops, as well as accessories (computer mice, an external keyboard, an external Blu-Ray drive, and solar chargers), and typing software.
- l. Check signing privileges for new board members: All the documents for Umpqua Bank are complete, except for Goorhuis's signature.
- m. Substitute library assistant: The position is advertised and we've discussed it with volunteers. There has been some interest, but no applicants yet. Paid Leave Oregon might pay for a substitute when Stacey Broussard gets her knee replacements.
- n. Patrons with excessive fines: We haven't sent any debts to collections yet, but a few patrons have returned their long-overdue items.

10. New Business: Kuestner

- a. Video games - adults wanting to borrow M-rated games: One patron was interested in M-rated games, and suggested having them shelved behind the counter, available for patrons who specifically request them. (M is the video game equivalent to R movies, while T is the equivalent of PG-13.) Harris thinks this is reasonable, but that they should be donated; we shouldn't spend new dollars for M-rated games. There is a video game grant which opens in 2024, for which Kuestner is going to apply. Someone donated a Nintendo Wii, and we're considering setting it up in the conference room so that patrons can use it to play games during open library hours.
- b. The Alarm system erroneously detects motion in several areas, making it difficult to activate. Kuestner contacted Gold Coast Security, which installed the system, but the fix they suggested did not work, nor did replacing batteries in the sensors. Kuestner will talk to Gold Coast about hiring them to fix the system. Harris asked that he consult with the board if they charge more than \$500.

- c. Conferences: Kuestner went to a conference in Brookings this past Friday, for the Southern Oregon Library Federation (SOLF). The director of North Bend library recommended a plumber, who has already agreed to install our drinking fountains on Oct. 30. Regarding other conferences Kuestner could attend: there's a nationwide small rural libraries conference, but for the past few years it has been held too far away for Kuestner to attend. The Library of Congress in Washington D.C. holds events in which they give away books to libraries, but librarians have to physically go there. Kuestner will explore whether he could feasibly attend one of these events when he is already back east for vacation.

11. Comments from Board Members: Ron Eberlein brought attention to the Friends of the Library event hosted on the 18th, from 4-5pm, in which Dr. Ian Coe will talk about the hospital.

12. The **next board meeting** will be held on Tuesday, November 14, at 6:00 pm.

13. The meeting adjourned at 7:37 p.m.

Submitted by:

_____ Date:
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____