

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, June 9, 2020
Lower Umpqua Library

LULD Board Members Present:

Ron Eberlein via Zoom from the library meeting room. Gary Goorhuis and Marty Zdunich via Zoom. Lee Bridge (audio only) and Pina Simmons (audio only).

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.

Review of the Agenda: Motion made by Marty Zdunich to accept the agenda as presented. Seconded by Gary Goorhuis. Unanimous approval.

Review of the Minutes for the regular Board meeting of May 12, 2020: Motion made by Lee Bridge to approve the minutes of the regular Board meeting of May 12, 2020 as presented. Seconded by Gary Goorhuis. Unanimous approval.

Review of the Minutes for the Budget Committee meeting of May 26, 2020:

Motion made by Marty Zdunich to approve the minutes for the Budget Committee meeting of May 26, 2020. Seconded by Lee Bridge. Unanimous approval.

Public Comments-none

Fiscal Year 2020-2021 Budget-Sue Cousineau presented the LB20, LB30, and LB11's for the John Warden Fund and the Roof Replacement Fund. No changes were proposed by the Budget Committee on May 26, 2020. Sue Cousineau recommends the approval of Resolution 2020-2021-14 adopting the budget, making appropriations, imposing and categorizing the tax for fiscal year 2020-2021. The resolution was prepared to reflect the budget as approved by the Budget Committee and per Oregon Budget Law. After the budget is approved by the Budget Committee and prior to July 1st, the Board has the authority to adjust resources and expenditures, however, there are limitations. Taxes may not be increased over the amount approved by the Budget Committee, and estimated expenditures in a given fund may not be increased by more than \$5,000 or 10%, whichever is greater. Neither of the two limitations can be exceeded without first publishing a revised budget summary and holding another Budget Hearing. The budget must be adopted by June 30, 2020.

- a. **Public Hearing**-Ron Eberlein opened the hearing asking the Board members if there was a conflict of interest. Hearing none, he moved on to ask if there is any testimony in

opposition to the proposed Library budget. Hearing none, that portion of the hearing was closed. He then asked if there was any testimony in favor of the proposed Library budget. Hearing none, he closed that portion of the hearing. He asked the Board members for comments, questions, or statements. Hearing none, the hearing was declared closed.

- b. **Adopt the 2020-2021 Fiscal Year budget-Motion** made by Gary Goorhuis to adopt the 2020-2021 fiscal year budget as presented and approved by the Lower Umpqua Library District Budget Committee. Seconded by Marty Zdunich. Unanimous approval.
- c. **Adopt Resolution 2020-2021-14-Motion** made by Gary Goorhuis to adopt Resolution 2020-2021-14 adopting the budget in the amount of \$474,248, making appropriations, imposing and categorizing the tax for fiscal year 2020-2021. Seconded by Lee Bridge. Unanimous approval.
- d. **Adopt Resolution 2020-2021-13-Motion** made by Gary Goorhuis to adopt Resolution 2020-2021-13 to transfer \$5,000 from the General Fund into the Roof Replacement Reserve Fund in July of 2020.

Whereas, on the 5th day of May, 2020 a Roof Replacement Reserve Fund was established by the Lower Umpqua Library District Board of Directors.

Whereas, the Lower Umpqua Library District will begin setting aside money for the replacement of the library roof. The roof will need to be replaced within five years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lower Umpqua Library District hereby approve to transfer \$5,000 from the General Fund to the Roof Replacement Reserve Fund in July of 2020.

Seconded by Pina Simmons. Unanimous approval.

Finances:

a. Library Director's Report-Sue Cousineau reported that the Public Funds account, the Money Market account and the checking account have been reconciled through the end of April.

- 1. **Motion to pay the bills.** Sue Cousineau presented bills totaling \$11,593.29. **Motion** made by Marty Zdunich to pay the bills of \$11,593.29. Seconded by Gary Goorhuis. Pina Simmons was not present to vote. Motion carried.

Checking account balance is \$113,318.05 as of June 8th, money market account balance as of 5/31/2020 is \$90,385.34.

Library Report-statistics report presented by Sue Cousineau.

The I.T. contract has been signed.

Landscaping needs to be done. Discussion. Sue Cousineau will get a quote from Frank Barth to prune the bushes.

KOHA is now live. Still taking some time to work out the bugs.

Action Items Follow Up and Report

a. Budget Cycle-back on schedule to the timeline that was established.

b. Douglas County Library Foundation grants-Sue Cousineau stated that the \$5,000 grant has been spent and may actually be overspent due to a late billing from the City of Reedsport. If the grant is overspent she will use funds from either the other grant received from Douglas County Library Foundation or I.T./Cyberian line item. Sue Cousineau will determine the amount and email the information to the Board members. The Board members will respond at that time as to what to do.

c. Wi-Fi extender for library parking lot-Marty Zdunich installed it. Sue Cousineau

commented that people are very happy with it and is glad that she was talked into it.

New Business:

a. Consider Financial Review Proposals-Sue Cousineau presented the four proposals received for the 2019/2020 review: Moss, Adams from Medford, 60 hours for \$7,875 with a 4 to 6% increase each year; Richard Maxwell from Eugene, 40 hours for \$7,000 for 3 years; Isler CPA, LLC from Eugene, 42 hours \$4,410, will increase each year; Connie Huntsman from Coos Bay, 50 hours for \$130 an hour with a 2.5% increase each year. All have had library review or audit experience. Sue Cousineau and Lee Bridge had opened the proposals together and Sue's recommendation is Isler CPA, LLC. Lee Bridge agreed with her. Sue stated that Laura Fisher will be hired to read the findings of the review which will cost about \$1,000. **Motion** made by Lee Bridge to go with Isler, CPA, LLC out of Eugene to do the review for \$4,410 for the first year. Unanimous approval.

b. Discuss CD Maturity-CD for the John Warden funds renewed on June 6, 2020. Sue Cousineau wanted to know how long to reinvest the money. **Motion** made by Marty Zdunich to reinvest the John Warden funds for 3 months at the rate of .1% with Umpqua Bank. Seconded by Gary Goorhuis. Unanimous approval.

c. Discuss Reopening the library-Sue Cousineau proposed to reopen the library because the temporary services are not working. She wants to open the regular 24 hours a week, allow people to come in and browse the shelves, continue curbside service, place the computers at the 6 foot distance, ask people to wear masks, entrance through one set of doors and exit through the other set of doors, markings to maintain 6 foot distance, limit time so that others may use the library, and establish the number of people who can come into the building at one time based on the State's calculation of amount of square footage. The meeting room will not be open and toys will not be out for the children. Discussion. Question as to how the books are cleaned. Sue explained that the books are returned in the drop box and remain quarantined for 72 hours and then cleaned with a sanitizer. There will also be carts around the library for books that the patron decides that they don't want a book after all. **Motion** made by Marty Zdunich to reopen the library on June 23, 2020 based on Sue Cousineau's recommendations and revisiting it if there is a State lockdown or if there is tele-learning with the Reedsport School District. Seconded by Gary Goorhuis. Pina Simmons had a question as to how the number of people allowed in the building would be determined. Sue Cousineau explained that the State has issued guidelines to determine this. There is a website that, once the square footage of the building is obtained, will calculate the number based on the Fire Administrations recommendations. Lee Bridge not able to vote. Motion carried.

Sue Cousineau commented that the grant funds received for the summer program will be used to purchase prizes for the children from local businesses to help support them.

d. Copier Grant-Discussion about applying for a grant from Three Rivers Community Foundation for a copier. A quote was received from Bay Area Copier. **Motion** made by Gary Goorhuis to use the Bay Area Copier bid to apply for a grant from Three Rivers Community Foundation and have Marty Zdunich and Sue Cousineau write it. Seconded by Marty Zdunich, Lee Bridge was not able to vote. Motion carried.

Comments from Board Members: Marty Zdunich may not be available some time in September due to a surgery. Pina Simmons is resigning her position immediately due to health reasons. Sue Cousineau mentioned that a letter of resignation was needed before the position could be posted.

Next meeting: Tuesday, July 14, 2020 at 6:00 pm

Meeting Adjournment: Motion made by Lee Bridge to adjourn the meeting at 7:10pm.
Seconded by Marty Zdunich. Unanimous approval.

Submitted by:

Elba England
Meeting Clerk

Date: 6/14/2020

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Ron Eberlein
President