

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, May 12, 2020
Lower Umpqua Library

LULD Board Members Present:

Ron Eberlein. Gary Goorhuis and Marty Zdunich via Zoom. Lee Bridge and Pina Simmons joined via speaker phones.

Community Members via Zoom:

Colleen Eberlein
James Freshmen

Staff Present:

Sue Cousineau
Elba England via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:07 pm.

Citizen Comments-none

Review of the Agenda: Sue Cousineau asked that an addition be made under New Business to include reopening the library. **Motion** made by Gary Goorhuis to accept the agenda as amended. Seconded by Pina Simmons. Unanimous approval.

Review of the Minutes for the regular Board meeting on April 14, 2020: Motion made by Gary Goorhuis to approve the minutes of the regular Board meeting of April 14, 2020 as presented. Seconded by Marty Zdunich. Unanimous approval.

Review of the Minutes for the Executive Session Board meeting on April 14, 2020: Motion made by Pina Simmons to approve the minutes for the Executive Session Board meeting of April 14, 2020. Seconded by Gary Goorhuis. Unanimous approval.

Finances:

a.) Library Director's Report-

Motion to pay the bills. Sue Cousineau presented bills dated 4/15-5/12/2020 totaling \$11,733.37. **Motion** made by Gary Goorhuis to pay the bills of \$11,733.37. Seconded by Lee Bridge. Unanimous approval.

Checking account balance is \$129,163.57, money market account balance as of 4/30/2020 is \$90,381.50.

Sue Cousineau presented an Actual vs Budget report 7/1-5/10/2020.

Resolution No. 2020-2021-12 dated May 5, 2020 was approved and adopted via email with a quorum on May 5, 2020. The resolution is as follows:

A resolution establishing a Roof Replacement Reserve Fund for a new roof on the library building.

Whereas, Oregon Local Budget Law, under ORS 294.346 provides for the establishment of a reserve fund to accumulate money for financing the cost of any service, project, property, or equipment that the District can legally perform or acquire, and

Whereas, the accumulated money may come from the General Fund by Resolution, Grants, and Donations, and Whereas, \$5,000 will be transferred from the General Fund out of contingency on July 1, 2020 to start the Roof Replacement Reserve Fund, and

Whereas, not less frequently than every 10th anniversary of the date upon which a reserve fund is established under subsection (1) of this section, the governing body of the municipal corporation shall review the reserve fund and determine whether the fund will be continued or abolished. When the governing body determines, by resolution, that it is no longer necessary to maintain such a reserve fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lower Umpqua Library District hereby establish a Roof Replacement Reserve Fund to be used to replace the roof at the Lower Umpqua Library and to transfer \$5,000 from the General Fund out of contingency on July 1, 2020 to start the Roof Replacement Reserve Fund.

Discussion as to when the roof may need to be replaced, type of material to use, and obtaining quotes.

Sue Cousineau obtained some COVID-19 signage from the Oregon Health Authority that she will be placing throughout the library.

COA is now live so that patrons may now start putting “holds” on items from home. WiFi printing is now available. Have been working on collection development, weeding, discarding, and updating the non-fiction, ordering supplies as needed and the Summer Reading program plan.

Sue Cousineau asked if volunteers could start coming back into the library. Discussion of need and how to keep everyone safe. **Motion** made by Gary Goorhuis to allow a maximum of two volunteers willing to follow CDC guidelines. Seconded by Marty Zdunich. Unanimous approval,

Action Items Follow Up and Report

a.) Budget Cycle-about a month behind on Budget timeline. The first Budget Committee meeting will be on May 26, 2020. The Public Budget Hearing will be held on June 9, 2020 at 6:00pm before the regular Board meeting.

b.) Douglas County Library Foundation grant for A/V-Sue Cousineau had updated balances of the two grants and is looking to see if she could contact the foundation to see if any remaining funds could be used for technology. Item to be put on the next meeting's agenda after all expenses have been incurred for the projects.

c.) Wi-Fi extender for library parking lot-Marty Zdunich to install now that it has been received.

d.) I.T. Service Agreement-the agreement was reviewed by the attorney. The attorney made some recommendations and the agreement was rewritten. Discussion of items changed and further explanation from James Freshmen on some items. **Motion** made by Pina Simmons to accept the contract with the changes. Seconded by Mary Zdunich. Unanimous approval. **Note:** Lee Bridge left the meeting at 6:55pm and did not vote on this item.

New Business:

a.) District Manager Performance Appraisal-Ron Eberlein sent a 4 page evaluation to each Board member via email. Board members are to complete the form and return it to the library in a sealed envelope addressed to Ron Eberlein in the next two week. Ron Eberlein will compile a final evaluation of Sue Cousineau's performance as District manager. This evaluation, once compiled, will be presented to Sue Cousineau either in an Executive Session or by Ron Eberlein only. This will be determined after it is compiled.

Ron Eberlein will send Pina Simmons a copy in the mail since she doesn't have access to printing it at this time.

b.) Reopening the library-Sue Cousineau presented a plan for reopening. Curbside pickup, set up appointments for computer access (4 only) with a time limit to one hour, limited open hours: Tuesday and Thursday 2pm-6pm, Wednesday and Friday 10am-2pm, customers are asked to wear masks, staff will wear masks, disinfecting, returns will be through the depository only, there will not be direct contact with the staff when picking up library materials.

Discussion about making it mandatory for patrons to supply contact information for tracing purposes for COVID-19. Ron Eberlein will contact the attorney on Wednesday to see if there is an issue doing this. If there is an issue have the attorney suggest an alternative.

Motion made by Gary Goorhuis to provide curbside service, appointments for computer access, and obtaining library cards contingent upon the attorney approving letting people know that their names will be kept in case tracing needs to be done. Seconded by Marty Zdunich. Unanimous approval.

Comments from Board Members: Pina Simmons was having a difficult time hearing. Suggestion made to use the call-in feature of Zoom.

Next meeting: Tuesday, May 26, 2020 at 6:00 pm

Meeting Adjournment: **Motion** made by Marty Zdunich to adjourn the meeting at 7:25 pm. Seconded by Pina Simmons. Unanimous approval.

Submitted by:

Elba England
Meeting Clerk

Date: 5/26/2020

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____