

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, March 9, 2021
Lower Umpqua Library

LULD Board Members Present via Zoom:

Ron Eberlein, Tara Adams, Lee Bridge, Gary Goorhuis, and Marty Zdunich

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.

Pledge of Allegiance-Ron Eberlein led the pledge.

Public Comments-no comments.

Review of the Meeting Agenda: Motion made by Lee Bridge to accept the meeting agenda as written. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Review of the Minutes of February 9, 2021: Motion made by Lee Bridge to accept the minutes of February 9, 2021 as written. Seconded by Gary Goorhuis. Motion carried. (Eberlein, Lee, Adams, Goorhuis, and Zdunich voted in favor of the motion.)

Finances:

- a. **Motion to pay the bills.** Sue Cousineau presented 22 checks for \$13,820.39 for February 9th to March 5th. Checking account balance is \$194,189.36 as of March 5th. There is approximately \$90,000 in the Public Funds account and approximately \$46,000 in the CD and \$5,000 in the savings account for the roof fund. **Motion** made by Gary Goorhuis to pay the bills with 22 checks in the amount of \$13,820.39. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Goorhuis, Adams, and Zdunich voted in favor of the motion.)
- b. **CD Maturing**-The CD will mature on March 14th. Sue Cousineau is looking for the authority to renew the CD for three months. The current interest rate is .01%. **Motion** made by Gary Goorhuis to rollover the CD for 3 months. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Goorhuis, Bridge, Adams, and Zdunich voted in favor of the motion.)
- c. **State Investment Pool**-Sue Cousineau asked if any Board member was familiar with the State Pool account. No one is familiar with it. Sue Cousineau will find out more about this as an option to earn a higher interest rate. Discussion. Sue Cousineau will find out if there are fees or penalties for withdrawing funds and where funds are being invested.

Library Report

a. Staff reports

- Sue Cousineau reported that the staff has been brainstorming ideas for virtual programs that would possibly be ready in the next couple of weeks. One idea is to do science experiments. Some would be demos only and some would be a kit that kids could do at home.
- There were 44 children who participated in the Celebrations of Literacy and Altrusa of Roseburg Blast off with Books program. 33 of the kids went to Wildlife Safari. There were 44 books and bags given out and 94 book reviews turned in. \$288.10 was spent for raffle prizes.
- Both of the Wifi hot spots have been checked out and people are happy with how they are working. Posters and flyers have been made to promote these and being places around town.
- The databases are now on the website and are advertised on the FaceBook page. Staff suggested having someone cook a meal from one of the databases.
- The form for a list of staff training has been put into place and all of the staff have completed all of the training. The next training will be on the impact COVID-19 has on mental health. Sue Cousineau will send the video out to anyone who is interested in it.
- The monthly statistics were presented and showed that there are 1,076 checkouts for February. Overall things are looking good even though the staff is not very busy.
- The budget vs actual report was presented. There were no questions.

Action Items Follow Up and Report

a. Grants:

- Sue Cousineau has been investigating grants. There is a LSTA grant that she is looking into for video gaming. She is also looking for funds to digitize Reedsport newspapers. There is no written history of Reedsport that is tied together. U of O has been digitizing the newspapers for other areas. There is a LSTA+OBNT grant for between \$5,000 to \$6,000 for this. The estimated cost to digitize the Port Umpqua Courier for 1914-1965 is between \$11,000 and \$14,000. She would look to Ford Family Foundation to help cover additional costs or do a smaller time period. The LSTA+OBNT is an easy grant to get and U of O does all of the digitizing. Discussion. Sue Cousineau will send the Board members a site where the newspapers have been digitized so they can see what it looks like when completed.
- The C. Giles Hunt Foundation grant has been submitted based on the quotes for receptacle and surge protectors received from Elkhorn Electric.

b. Library Foundation-nothing has been done

- c. **Little Libraries**-Lee Bridge has a tentative design that he will draw up plans for. Sue Cousineau would like to have one built as an example and then approach community members to build more. The funding will come out of the Douglas County Library Foundation grant.

- d. **COVID-19 Vaccine Requirements**-Sue Cousineau has contacted the hospital to find out when the staff could get the vaccines and was told that it depended on age as to when they would be administered. Since then she has received an email from the State stating that the library staff is considered front line employees. She will contact the hospital with this information now. She suggested that the staff be given the day off after the second vaccine was received since that is usually when people are most affected by the

vaccine. Discussion. She will write a policy indicating that the staff will have a paid day off after receiving the second vaccine and email it to the Board members for approval.

New Business

- a. **Policies**-Sue Cousineau has been working with Ron Eberlein on a policy for bloodborne pathogens. The staff will glove and mask up and block off the area. They will call the City of Reedsport to handle it from there since the staff is not trained or equipped for this and the City is. Sue Cousineau will contact the City maintenance supervisor to get this set into place. There may be an additional charge for this. There is an incident report form that has been created as well. Discussion. Sue Cousineau will email a copy to the Board members. She mentioned that she still needed to work on the operating instructions for the form.
- b. **Budget Cycle-Budget Officer nomination**-Sue Cousineau presented a list of budget committee members. Rodney Moore verbally resigned from the committee so his position will need to be filled. The budget timeline was presented. Sue Cousineau pointed out that a Budget Officer should be selected for the process. Lee Bridge **nominates** Sue Cousineau as Budget Officer. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the nomination.) Review of the timeline was done.
- c. **Audio retention**-Sue Cousineau said that Elba England had brought this to her attention that the requirements for maintaining audio records is for one year after the minutes have been prepared and approved. Sue Cousineau also said that Elba England had brought the State Pool account to her attention and wanted to give Elba credit for it. Marty Zdunich will set up live streaming of the Board meetings on YouTube. This way they can be posted to the webpage and social media sites which will fulfill the requirement. Marty Zdunich will show Sue Cousineau how to do this before the next Board meeting.

Comments from Board Members

- Tara Adams thanked Sue Cousineau for the children's program and how it impacted her daughter in a positive way.
- Lee Bridge suggested that the election certificates and any training that the Board members have completed be maintained at the library. Sue Cousineau asked if they could be maintained digitally. Lee Bridge she could do what she wanted to.
- Sue Cousineau discovered that there is a new county website when she was looking for information on the 2019 election results.
- Sue Cousineau asked if Lee Bridge would be available to cut some plexi-glass. He will do it tomorrow.

Next meeting: Tuesday, April 13, 2021 at 6:00 pm

Meeting Adjournment: Motion made by Lee Bridge to adjourn the meeting at 7:06 pm. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Submitted by:

Elba England
Meeting Clerk

Date: 3/27/2021

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____