

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, January 12, 2021
Lower Umpqua Library

LULD Board Members Present:

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

Community Members via Zoom:

Colleen Eberlein

Terry Moore

Staff Present:

Sue Cousineau

Elba England via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:05 pm.

Pledge of Allegiance-Ron Eberlein led the pledge.

Review of the Meeting Agenda: Sue Cousineau asked that SDAO Annual Conference be placed on the agenda under New Business. **Motion** made by Lee Bridge to accept the meeting agenda with the addition under New Business, the SDAO Annual Conference. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Public Comments-none

Review of the Minutes of December 8, 2020: **Motion** made by Lee Bridge to accept the minutes of December 8, 2020 as written. Seconded by Marty Zdunich. Motion carried. (Eberlein, Adams, Lee, and Zdunich voted in favor of the motion.)

Finances:

a. Library Director's Report-

1. **Motion to pay the bills.** Sue Cousineau presented 24 checks for \$16,504.70 for December 7th to January 7th and a check to Elkhorn Electric for \$2,892.00. **Motion** made by Marty Zdunich to pay the bills for \$16,504.70 and \$2,892.00 to Elkhorn Electric. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)
 - Checking account balance is \$208,424.44 as of January 8th. Sue Cousineau mentioned that the reason for the large balance in the checking account is due to receiving the property tax payments.
 - Sue Cousineau reported that the Tech Group has asked for the library's electrical amp load to be checked and for the electrical box to see if additional breakers can be supported. Sue will contact Elkhorn Electric about this matter.
 - The CD with Umpqua Bank has been renewed for 3 months at an interest rate of .02%.
 - Sue Cousineau presented the Actual vs Budget and asked if there were any questions.

There were no questions. She offered that if there are ever any questions to contact her.

Library Report

a. Staff reports

- Sue Cousineau reported that all past due accounts have been turned over to the collection agency.
- Donations received: Dr. Dale Harris/Dr. Michelle Petrofes \$500 and Brenda Fraley \$412.50.
- Policies and forms were reviewed by Lee Bridge, Tara Adams, and Sue Cousineau. There are some changes that will be made.
- 1099 NEC's will be going out soon. There were 5 that needed to be done this year.
- Two new employees have been hired. Max Bright and Stacey Broussard.
- Still looking for a 501c3 to handle the Dolly Parton Imagination Library process. Sue Cousineau will contact the Drain library to see how they are handling their program.
- The Celebration of Literacy Committee of Roseburg is doing Blast Off with Books. LULD will be donating 50 books to this event. Participants will receive a free book and book bag. Participants can earn raffle tickets for completion of book reviews, referring friends to sign up, and when they sign up. There will be raffle prizes for each age group.
- Sue Cousineau presented the statistics. There were 1,267 check outs in December. There will be a survey week for the last week of January.
- The WiFi printer hadn't been working but is now working. Gary Goorhuis asked if the WiFi is working in the parking lot. Sue Cousineau reported that it actually works better in the parking lot than it does in the building. It is being used by the community.
- Some staff training is being done through SDAO website. There is a check sheet for the training completed.
- Sue Cousineau attended a webinar given by Bullard Law. It was discussing COVID-19 vaccines in the workplace. Discussion included the possibility of mandating staff to be vaccinated but was not recommended. There may need to be a policy and procedure for COVID-19 vaccines written. Discussion. This will be placed on the February agenda.
- Discussion about additional COVID-19 procedures in place. There is a login form in the foyer for contact tracing. However, not everyone signs it. The employees temperatures are taken every day before starting work.

Action Items Follow Up and Report

a. Grants:

- The SDAO Safety & Security matching grant for exterior lighting and a timer is almost completed. Pictures need to be taken and submitted.
- State Library grant will reimburse for expenses for PPE. One more plexiglass was purchased and will wrap up the grant.
- b. **Library Foundation**-Sue Cousineau will contact Susan Martin.
- c. **Little Libraries**-Lee Bridge suggested to increase the size of the container. He will come up with a design for them. They need to be 4 feet from the ground so that vehicles can access them and also kids can. Volunteers will be used to replenish them.
- d. **T-Mobile**-Two units for free WiFi will be ordered for patrons to check out.
- e. **COVID-19 Requirements for Workplaces (OSHA)**-no new requirements.

New Business

- a. **Special District Insurance Service**-Ron Eberlein reported that SDAO is doing a poll to

see if there is any interest in offering employees of Special Districts Term Life insurance. There would have to be a 20% participation from all of the Special Districts before SDAO can provide it. Discussion. **Motion** made by Lee Bridge to respond stating that there is an interest by LULD for this Term Life insurance policy for employees. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

- b. **SDAO Annual Conference**-There will be a virtual conference put on by SDAO on February 3rd and 4th. The Board is encouraged to attend. Sue Cousineau will send the link to all Board members.

Comments from Board Members

- Ron Eberlein said that the Douglas County Clerk has been updated with the current Board information. A hard copy will be mailed by the end of the month.
- The election of Board positions will take place in May. Applications are being done online between February 8th and March 18th. Form 190 needs to be completed and a \$10 filing fee is required. This will be a four year commitment.

Next meeting: Tuesday, February 9, 2021 at 6:00 pm

Meeting Adjournment: **Motion** made by Lee Bridge to adjourn the meeting at 7:05 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: 1/27/2021

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____