

## **Minutes 2/14/23 Draft LULD Board Meeting**

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Date 2/14/2023  
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, Pres., Lee Bridge, VP, Gary Goorhuis, Treas, Christine Thomas, and Tara Adams

Community Members: Ron Eberlein, Terry Moore (in-person) and Colleen Eberlein (by Zoom)

Staff Present – Alex Kuestner and Juneen Powers

Called to Order:

Harris called the meeting to order at 6:05 pm

Pledge of Allegiance:

Harris led the Pledge of Allegiance

Public Comments:

Ron Eberlein pointed out that the last two meetings should have been posted on Facebook - not only the Library website.

Kuestner commented that the person expected to run for Adams's position on the Board is ineligible due to location.

Moore expressed her appreciation for the library and its service to the community. She also asked that a printed copy of the meeting agenda and minutes be available to the public upon request. She suggested that either her or Ron Eberlein could start a sign-up sheet for those who are interested in receiving a copy if they preferred that option compared to finding them online.

Review of the Meeting Agenda:

Bridge approved agenda. Goorhuis seconded. Approved 5-0

Review of the Minutes of the January 10, 2023 Board Meeting

Thomas made a motion to set the minutes as presented. Bridge seconded the motion. Motioned passed 5-0

Finances:

Kuestner presented bills in the amount of \$15,919.89 stating that Neighborhood Libraries were most of the expenditures. After an itemized explanation of the bills, Harris stated that there would need to be a separate motion to pay the Neighborhood Libraries portion since it was over \$500. Thomas made a motion to approve the Neighborhood Libraries portion in the amount of \$6768.51. Goorhuis seconded the motion. Motion passed 5-0.

Special District Insurance services bill of \$4,497 was included in the total and required a separate vote. The motion was made by Goorhuis to pay the bill and it was seconded by Bridge. Motion passed 5-0. Thomas made a motion to pay the remaining bills of \$3,567.93 with a second from Goorhuis. Motion passed 5-0.

A comment was made by Harris that Kuestner spoke to the accountant and said there was no problem paying bills by credit card to get points and mileage if they continue to be put into the proper QuickBooks categories.

#### Library Report: Kuestner

- Kuestner had Powers add a new category to the monthly stats report that now tracks periodicals separately from books in the printed material category. Each board member was given a copy. The highlighted rows showed the areas of greatest significance. This included an increase in DVD checkouts by 45%— which exceeded books for the first time, and an increase of 92% in the distribution of kids' take-and-make crafts. The increase in DVDs is likely due to the large number that has been added (168)- due mostly to donations. Display tables have also likely added to the increased movie circulation statistics. Currently, the display is showcasing Vintage titles in the front desk area, and Valentine's theme near the other entrance.
- May possibly cut down on magazine subscriptions since they do not get borrowed very often.
- The Lower Umpqua Gem and Lapidary Society will soon be using the large display case in the entrance that is currently empty, as well as using the nearby display table inside the building. They will be showcasing rocks and gems inside the case as well as other related materials. Kuestner purchased several books about Petrology from funds donated by the Society that patrons will be able to borrow.
- The upcoming Pacific Northwest section was explained. New books are also being added to this and labeled with custom-made stickers. Bookcases are still needed for this, and Friends of the Library will possibly help pay for one of the bookcases.
- Kuestner and Powers visited with the librarian at the High School to and ask how the library could support the school, and discussed ways to interest the teenagers. A few popular authors were suggested, and Kuestner has recently added those to the collection.
- Kuestner spoke about the Neighborhood Library supplies that are stored in volunteer Shirley Dewey's garage. There have been a few difficulties with ordering, delivery, and distribution of supplies. The money has been spent from this grant already, but a few additional boards will need to be purchased to continue building these structures. Thomas and Bridge had input on a few solutions to help make picking up the lumber easier. Bridge also suggested adding a category in QuickBooks for the Neighborhood Libraries. Harris and Bridge also mentioned that the additional money to buy materials may need to come out of the General Fund.
- The homeless person that has been previously trespassed out still sleeps on the sidewalk, but he does not block the entrance. A few patrons have complained, but with no further issues, the matter has been put to rest.
- Powers continues to read to the kids every Wednesday at 11 am and leads a craft session. This program is going very well. The addition of a similar program for older kids is being

considered. Possibly reading chapter books with a chapter each week followed by a discussion about the book. This will have to be after school, and during summer.

- Kuestner passed out the top two quotes for replacing the heating units and this topic was discussed. Ron Eberlein commented on these due to his experience in this field. He was able to add some clarity to the installation process. After further discussion, a motion was made by Thomas to accept the current bid from Westbound Heating and Air Conditioning and authorize a 50% downpayment. Goorhuis seconded the motion. Motion passed 5-0.

#### LULD Covid-19 Mask Policy Monthly Review:

Harris stated that reviews of controlled studies concerning general mask usage reported that it may not make a difference in the prevention of disease. These studies were not conducted to assess Covid in particular, but rather viruses in general. He also pointed out that, logically, it can still cut down on the dose of particles released. He stated that the recommendation for wearing a mask will still stand until May when President Joe Biden is expected to make an announcement about this.

#### New Business:

#### Policy changes:

- Kuestner passed out new policy recommendations on how to handle different situations, specifically the procedure for checking out items to a patron who has forgotten their card. If they are not known personally by staff, then they will be asked to confirm three confidential pieces of information on their account. Goorhuis suggested adding a phrase to the policy that states a patron is responsible for all card usage as well as reporting a lost card. This will be written up by Kuestner and become the library's official policy. Thomas made a motion to adopt the policy amendment for the policy change in wording regarding library card usage and responsibilities. Bridge seconded the motion. Motion passed 5-0.
- Another policy change addresses the issue of the Wi-Fi hotspot. Some patrons are causing the waitlist to increase by not coming to pick up their hotspots on time. Kuestner recommended changing the current policy of 10 days to either seven or five days for the length of time a hotspot can remain on hold. After some discussion between the board members, it was decided that three days is adequate. Thomas made a motion to amend the policy to three days for a hold on a hotspot. Bridge seconded the motion. Motion passed 5-0.
- Kuestner also suggested making a code of conduct policy to address patron behavior. He used other Oregon library policies as a guide and has come up with 8 violations to address so far. He will continue to work on this document and present it to the board next month for review.

#### New Business Continued:

Interlibrary loans were the most favored item by 85.7% during a recent community survey. Sixty

percent said they were willing to pay a fee for this. CDs were favored by 35.6%, and video games by 28.9% - but most of the participants were in older age categories, which are not the demographics that typically use video games.

Interlibrary loans were described in greater detail by Kuestner, who explained that the annual fee for OCLC's interlibrary loan service would cost the library about \$700. LULD would charge patrons for postage per book in order to afford the cost. Kuestner thought it could be utilized locally between the high school and library but without these fees. Thomas and Adams suggested ideas to engage with the school instead of sending books back and forth (job fairs, field trips, etc.). Harris said that more information would be needed before further discussion, but he liked the idea of just focusing on cross-promotions with the school instead of sending books elsewhere.

Kuestner said he wanted to consider purchasing sports, racing games, building a civilization, etc. - but just starting with a few and see how it goes. He suggested placing them next to the graphic novels for this age group. Thomas pointed out the importance of understanding the ratings of games and DVDs. Adams mentioned that her husband coaches an esports team at the high school and the board there decided that no "first-person shooter" games would be used. She suggested using these guidelines in purchasing games for the library. Further discussion about adding some video game titles resulted in allowing Kuestner to purchase some titles as long as they were not first-person shooter games, and eventually some form of paperwork that a parent has to sign for their child may be used. Harris also suggested that the library support the high school esports team by purchasing specific titles that they use for competition. Adams's husband will send Kuestner a list of games for consideration. Thomas also suggested that he send a copy of the school's policy guidelines concerning games.

Digitizing historical local newspapers, such as the *Umpqua Post*, was favored in the collection development survey with 55% of participants wanting access. The *New York Times* was the most requested national newspaper. In past meetings it was stated that LULD could not afford to digitize newspapers without a grant. Kuestner pointed out that patrons would be able to access historical local newspapers on microfilm via interlibrary loan if such a system was adopted. Microfilm would not be as efficient as digitized newspapers but LULD can better afford it.

The addition of a microfilm/microfiche machine was made possible by a donation from the Douglas County Courthouse. They were giving it away for free, so Kuestner made arrangements to drive to Roseburg and pick it up. It is now sitting in the conference room. Kuestner stated that rolls of microfilm would be available by interlibrary loan were such a service adopted. He could also purchase them from eBay for about \$8 a roll just to have something but the information would not be locally relevant. Adams asked if he could check the Library of Congress to see if they had historical documents on microfiche rolls. If so, she asked if he would come to the high school and give a presentation to her history class. He agreed to see what he could find.

Kuestner secured 400 shelf label holders from Chemeketa Community College's library in Salem. A librarian there will drop them off the next time they drive through Reedsport. LULD has 388 shelves to label. The labels were free of charge.

Kuestner went over some details of the Walking Study grant. He said it would start in May and the library would get \$5,000 to participate. A webinar next week will supply further details.

Two more grants were presented that are due at the end of February and the beginning of March. One of them must promote financial literacy and the other focuses on breaking down the digital divide and systemic barriers. Ideas were discussed among the board members.

- Regarding financial literacy, ideas included classes on taxes, wills, and estate planning, QuickBooks instruction for local businesses, and fraud and scam prevention.
- Concerning the other, the main idea was to use the grant to purchase more Wi-Fi hotspots.

Open comments and questions from board members:

Bridge asked if it would be a good idea to have a couple of doses of Naloxone on hand in the library to use in case of emergencies. Harris said that with the Fire Department so close and paramedics being less than five minutes away, he did not think that would be necessary. He also did not want to put that type of responsibility on the staff.

Harris expressed his intention to submit his application for re-election on his (number five) position on the board. He also went over the eligibility requirements to run for board positions. He stated that they must be a registered person of Reedsport District 105, however, they do not need to be a property owner if live in the district for any specific period of time other than the time period in which they are running. According to the County, this position could be occupied by a member of the library staff, although Harris pointed out that according to Kuestner, this is against library policy. Three positions are currently open on the board, including Harris's, if someone chose to run against him. The other two positions are for board positions three and four to replace Bridge and Adams. Positions are also open for the budget committee. Moore expressed her interest in one of the budget committee positions, although Harris said that she would not have to reapply since her previous application is still valid. The board made a few suggestions for people in the community to ask and mentioned ways to advertise these openings to the public including posting on the website and social media. Powers will be getting all relevant information from Kuestner and begin promoting it immediately. Applications for these positions are available at the library and will need to be submitted before the next meeting (March 14th) for review during the session.

Next board meeting is Tuesday, March 14<sup>th</sup> at 6:00 pm.

Meeting was adjourned at 8:12 pm.

Submitted by:

\_\_\_\_\_ Date: 2/21/2023  
Juneen Powers - Lead Library Assistant

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

Date: \_\_\_\_\_