

Lower Umpqua Library District
Board of Directors Meeting Minutes
11 October 2022
Lower Umpqua Library

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

Community Members: Terry Moore and Ron Eberlein (in person) and Colleen Eberlein (online)

Staff Present: Alex Kuestner

Called to Order:

Dale Harris calls the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Dale Harris lead the Pledge of Allegiance

Public Comments:

Terry Moore shared that there was a cafe in the original library when it opened and suggested that it was a positive experience. She asked the board and Mr. Keustner to consider reintroducing it.

Review of the Meeting Agenda:

Gary Goorhuis made a motion to accept the adapted agenda. Lee Bridge seconded the motion. Board approved 5-0

Review of the Minutes of the Board Meeting:

Christine Thomas made a motion to approve the corrected minutes of September 13, 2022, and the minutes of July 12, 2022. Gary Goorhuis seconded the motion. Board approved 5 - 0

Finances:

- A. Motion to Pay the bills in the amount of \$3,501.68. Christine Thomas made a motion to approve the Cybrarian and the SDIS insurance billing. Gary Goorhuis seconded the motion. Board approved 5-0.

Library Report:

- A. Letter to the Library
 - a. A letter complimenting the library was sent to the library and read out loud by Dale Harris.
- B. Statistics
 - a. Mr. Kuestner read and explained the library statistics.
 - i. Dale Harris suggested that the monthly circulation statistics be given every month.

C. Classics Section

- a. YA and juvenile classics have been relocated to their own sections.

Action Items Follow Up and Report:

A. Neighborhood Libraries

- a. Mr. Kuestner suggested the materials could be purchased and sorted into bundles that could be stored and distributed as people were ready to build them.
- b. Dale Harris shared a suggested timeline of a Neighborhood Library action plan and proposed that the installation process be assigned to the known groups and people who wanted to volunteer to build them.
- c. Lee Bridge said that he would get the Smith River post installed this week.
- d. Gary Goorhuis made a motion to direct Alex Kuestner to write a timeline for building and installing the Neighborhood Libraries. Lee Bridge seconded the motion. Board approved 5-0.
- e. Tara Adams checked in with Lee Bridge about the Neighborhood Library geocache book chain so that she could reinstate the geocache. Lee Bridge has placed the container with a chain back into the Neighborhood Library.

B. Lead Library Assistant position

- a. Interviews tentatively scheduled for Saturday, October 22, 2022.
- b. Executive session
 - i. Dale Harris suggested that the executive session be moved to the end of the meeting. The board agreed.

C. Homelessness at the Library

- a. A report and update about homelessness at the library was given by Mr. Kuestner.

D. Heat Pump

- a. A Representative Cedric Hayden Rural Infrastructure Special District Grant was received for \$15,476 for a heat pump.
- b. Lee Bridge suggested getting a bid from Florence Heating and Sheet Metal as well as other bids.
- c. The timeline for the grant is December 31, 2024.

E. Drinking Fountain Installation Issues

- a. The city attempted installation of the drinking foundation but the plumbing does not match the hardware of the foundation.
- b. Christine Thomas suggested that since we needed to get a bid on the plumbing we should get a bid on both placing the foundation as is and if they separated the foundation from the bottle refiller.
- c. Gary Goorhuis made a motion to allow Alex Kuestner to contact Joe Savey and hire him as the plumber if the amount is under \$1,000. Lee Bridge seconded the motion. Board approved 5-0.

F. Classics list now on the LULD website

- a. The website has been updated to include a list of desired donations of classic books.

G. LULD Covid-19 Policy Monthly Review

- a. The current recommendations are if we are indoors we should be wearing a mask.
- b. The policy of the library stays the same at this time.

New Business:

- A. PFMU Program and the need to make a plan by either 11/30/22 or 5/31/23
 - a. This new program might not affect the library if it does not have more than 25 employees. Mr. Kuestner is checking on the specific requirements.
 - b. Bridge Lee and Christine Thomas suggested that even if the requirements do not apply to LULD, a plan should still be developed to protect employees.
 - c. Christine Thomas made a motion to table the PFMU Program issue until Mr. Kuestner has more time to gather information. Gary Goorhuis seconded the motion. Board approved 5-0.
- B. Preschool Story Time
 - a. Mr. Kuestner suggested keeping them online until we hired a new person who might have experience with running a children's story time.
- C. Roof - replacement timeline discussion
 - a. Mr. Kuestner led a discussion about the timeline of replacing the roof and the removal of the HVAC system.
 - b. Ron Eberlein suggested that an engineer be involved in the HVAC system removal.
 - c. Dale Harris suggested that Mr. Kuestner speak to the city about paying for half of the expense.
 - d. Lee Bridge suggested getting a bid from Jack's Roofing.
 - e. Lee Bridge suggested that Mr. Kuestner looked into applying for a grant from the Ford Family Foundation.
- D. Bark chips, landscaping, and maintenance issues at the library
 - a. Bark chips need to be replaced and added to the budget for next fiscal year.
 - b. Dale Harris suggested that we look into adding landscaping to the library budget.
 - c. Dale Harris suggested doing research on the availability and price of chips. He suggested that Rexus from Eugene might be an option.
 - d. Christine suggested Preen crystals to prevent weeds.

Executive Session

- A. The board went into Executive Session to discuss interview candidates at 7:17 pm.
- B. The board returned to the regular session at 7:35 pm.

Comments from Board Members:

- A. Lee Bridge complimented the board meeting minutes.
- B. Douglas County Library Foundation donated funds for books. This was processed, but the new staff had been unaware of these funds until recently. New books and DVDs will be purchased with these funds.

Next Meeting: Tuesday, November 8, 2022 at 7:00 p.m.

Meeting Adjournment: Meeting adjourned at 7:41 p.m.

Submitted by:

_____ Date: 10/11/2022
Tara Adams

Accepted as written or amended on (date) _____

Approved by:

Dale Harris - President

Version 1.0 (Actually 1.1 since I added this. Remove this once adopted)