

Lower Umpqua Library District
Board of Directors Meeting Minutes
9/12/2023
Lower Umpqua Library and Zoom

LULD Board Members Present: Ron Eberlein, VP, Christine Thomas, Sec., and Melissa Lilly.

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

Community Members: Terry Moore, and Colleen Eberlein (via Zoom).

1. Call to Order: Eberlein called the meeting to order at 6:02 p.m.

2. Pledge of Allegiance: Eberlein led the Pledge of Allegiance.

3. Public Comments: There were no public comments.

4. Review of the Meeting Agenda: Ron Eberlein made a correction under item 11: amend New to Next. Added item 9e: Substitute recorder to take minutes. Thomas moved to accept the agenda as amended. Lilly seconded, and the motion passed 3-0.

5. Review of the previous meeting's minutes: Terry Moore made a correction under item J.a.ii.: amend "Friends of the Library" to just "Library". Thomas moved that we accept the minutes as amended, Lilly seconded, and the motion passed 3-0.

6. Finances: Thomas made the motion to pay the bills, including \$1,739.00 for carpet cleaning, \$986.37 for collection development, \$5,100.06 for Overdrive, \$641.85 for health insurance, \$13,115.31 to Cardinal Services, along with our other bills, for a total of \$23,644.92. Lilly seconded, and the motion passed 3-0.

7. Library Report: Kuestner

- a. Library statistics report: Checkouts for physical items went down slightly, while electronic items went up.
- b. Display tables: The Friends of the Library wanted to discard two tables that were inconveniently heavy for them to move. We repurposed them to use for display tables. We currently have a display featuring the Closed Stacks section, and are planning to feature banned Classics and genealogy items.

8. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: We need builders for two more, though we know of a community member who would be willing to build one. A patron offered her property as a location for the library in Scottsburg. The library in Ash Valley is complete, but Peter Dyball still has not signed the agreement to provide a location for it, and we will look into other options.
- b. Homelessness at the library: We've had one homeless patron recently, but he hasn't caused any trouble (apart from leaving a mess).
- c. The Summer Reading Program is completed now. 101 patrons participated in August.
- d. Pacific Northwest section: We continue adding materials to this section, and it seems popular. Homeschool patrons are interested in the juvenile PNW section. Jonathan is working on a map of the library, and we're also thinking of putting up signs, to help patrons find this and other sections.

- e. Internships: Jessica Osorio's internship is now over. She digitized historical documents, and made a poster about newspaper articles she found. She was thinking of coming in as a volunteer to make some corrections/improvements to her poster. She also hosted bilingual story time. We haven't advertised the college internship yet, but we will be soon.
- f. Roof replacement: City hasn't sent ZCS engineering report yet. If we can repair the flat roof for less than \$4000, the city would pay for half. Pioneer's quote was for \$3,500.
- g. Pilcrow Foundation grant: We received 135 new children's books. Almost all are processed and available. They sent us a lot more than we expected, due to other donors contributing books.
- h. Interlibrary Loan (ILL):
 - i. OCLC: We've received requests from other libraries, but not from our own patrons. It's possible that patrons think we'll always order (for our own collection) anything they request; we should make clear that's not the case. We can also advertise ILL at events.
 - ii. Local schools: We're reaching out to schools in Reedsport and Elkton about the possibility of sharing books and other materials back and forth with them.
- i. Credit card: Kuestner hasn't started using the Umpqua Bank credit card yet, because he's not sure what the credit limit is. The Amazon credit card is working. Kuestner suggested getting Amazon Prime. Eberlein and the board think we should try it for a year.
- j. Programs: Kuestner wants to start a genealogy class, to continue depending on interest. Lilly discussed how the Friends of the Library want to resurrect Community Partner Presentations, which would be a good vehicle for an introduction to a series of classes. Other programs in the works include the orienteering course, which is being set up, the "All-Season Reading Program", and Max Bright's Sunday computer classes (awaiting laptops being bought and set up, for students to use).
- k. PERS: If we signed up as an independent organization the cost would be 12.83% of salary, whereas it would be 28.84% if we signed up as a government organization. There are pros and cons for each, but for us it doesn't make sense to pick the more expensive one. Fees only begin after the first six months, and we need to figure out where in the budget the money will come from.
- l. LSTA grant: Kuestner needs to submit a report, then they'll send us the rest of the money. Thus far we've bought three hotspots (with one year's service), one computer mouse, and one laptop. With the rest of the money we're planning to buy three more laptops, plus accessories.
- m. Check payments for new board members: Kuestner presented documents from Umpqua Bank, notably signature cards for the board members to sign.
- n. Substitute library assistant: We'll modify our existing job description, to explain that this position is largely on-call (while potentially also covering regular shifts, such as busy lunchtimes, or minutes).
- o. Patrons with excessive fines: Staff prepared a draft letter, and a list of patrons who we've verified have lost books. LULD policy hints at collections, but doesn't state anything explicitly. Lilly thinks there should be a protocol, since this is a regular occurrence in the library world.

9. New Business: Kuestner

- a. Dorothy Louise Kyler Fund grant: Offers up to \$5,000 for children's books, DVDs, and programs. According to their website, they have a 95% acceptance rate. Kuestner has filled out most of the application. The deadline is the end of this month.
- b. QuickBooks subscription renewal: They raised their fee, by \$100 to \$649 per year. This seems expensive for software that runs on our computer without requiring regular service. Perhaps there is software we could buy once, or that is open source? Thomas suggested asking Isler (who audits our books), and Eberlein suggested asking the city or Cody (our IT provider).

- c. Children's section reorganization: Kuestner took the board on a tour of the children's section, as well as other areas of the library where reorganization is underway or is being considered.
- d. CDs rounder: We bought a case to hold music CDs, in order to display them more prominently.
- e. Substitute recorder to take minutes: This topic was already covered under 8n.

10. Comments from Board Members: There were no comments.

11. Next board meeting will be held on Tuesday, October 10th, at 6:00 pm.

12. Lilly moved to adjourn the meeting, and Thomas seconded. Meeting adjourned at 7:33 p.m.

Submitted by:

_____ Date: 10/7/2023
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____