

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, July 13, 2021  
Lower Umpqua Library

**LULD Board Members Present:**

Tara Adams, Lee Bridge, Dale Harris, and Gary Goorhuis.

**Community Members:**

Colleen Eberlein (Zoom)

Ron Eberlein (Zoom)

Christine Thomas

**Staff Present:**

Sue Cousineau

Elba England

**Called to Order:**

Lee Bridge called the meeting to order at 6:01 pm.

**Pledge of Allegiance**-Lee Bridge led the pledge.

**Public Comments**-none

**Review of the Meeting Agenda: Motion** made by Dale Harris to accept the agenda as written. Seconded by Gary Goorhuis. Unanimous approval. (Harris, Adams, Bridge, and Goorhuis voted in favor of the motion.)

**Review of the Minutes of June 8, 2021 Board Meeting:** Lee Bridge mentioned that the spelling of sergeant was not correct on page 3 under Action Items Follow Up and Report, item a. **Motion** made by Dale Harris to adopt the minutes of June 8, 2021 with the correction. Seconded by Gary Goorhuis. Unanimous approval. (Harris, Bridge, Adams, and Goorhuis voted in favor of the motion.)

**Oath of Office-Christine Thomas:** Christine Thomas was voted into position number 2 of the Board by the citizens in the May 2021 election as a write-in candidate. Sue Cousineau had emailed Christine Thomas' application to the Board members. Christine shared some of her experience and interest in serving on the Board. Lee Bridge swore Christine Thomas in as a Board member of the Lower Umpqua Library District.

**Election of Offices:** Lee Bridge mentioned that with Ron Eberlein's retirement from the Board that there is a vacancy of President. Dale Harris asked what the duties are of each office. Lee Bridge outlined the duties of each position.

- Gary Goorhuis **Nominated** Dale Harris to serve as President. Seconded by Lee Bridge. Unanimous approval. (Thomas, Harris, Bridge, Adams, and Goorhuis voted in favor of the nomination.)

- Sue Cousineau is setting up the email addresses for the new Board members. She mentioned that when responding to an email to not respond to “All” since it could be considered a quorum. Respond to each person individually. Also use the Lower Umpqua Library District email address when communicating about library business. Lee Bridge mentioned that If a personal email address is used and there is a reason that law enforcement is investigating the library, the personal computer could be taken for investigative reasons. Discussion.
- Gary Goorhuis **Nominated** Lee Bridget to serve as Vice President. Seconded by Dale Harris. Unanimous approval. (Adams, Thomas, Harris, Bridge, and Goorhuis voted in favor of the nomination.)
- Lee Bridge **Nominated** Gary Goorhuis to serve as Treasurer. Seconded by Tara Adams. Unanimous approval. (Bridge, Adams, Thomas, Harris, and Goorhuis voted in favor of the nomination.)
- Gary Goorhuis **Nominated** Tara Adams to serve as Secretary. Seconded by Dale Harris. Unanimous approval. (Bridge, Harris, Adams, Thomas, and Goorhuis voted in favor of the nomination.)

#### **Finances:**

- Sue Cousineau presented the Actual vs Budget report for July 1, 2020-June 30, 2021. She mentioned that there were a few accounts where the amounts budgeted were not completely spent. She also mentioned that the Accounting, Review, and Legal account has extra funds budgeted each year for unexpected expenses. This is also true for Maintenance. Lee Bridge mentioned that it may look like there is a good cash flow. The reason for this is that most of the funding is not received until November and it is necessary to bridge the gap between July 1st to November. Sue Cousineau stated that there is a plan for the roof to be replaced and the building painted in about 3 years. There is \$5,000 a year being put aside for this. Discussion.
- a. **Motion to pay the bills.** Sue Cousineau received a letter from the City of Reedsport indicating that there is a \$50 a month increase for janitorial services. Checking account balance is \$162,528.09 as of July 9th. Sue Cousineau presented 23 checks for \$11,979.49 for June 4th to July 8th and additional checks for \$5,000 to transfer funds to RRRF fund, \$1,124.96 to Douglas County Clerk, and \$4,308.32 to Library To Go. **Motion** made by Gary Goorhuis to pay the bills in the amount of \$11,979.49. Seconded by Dale Harris. Unanimous approval. (Harris, Thomas, Bridge, Goorhuis, and Adams voted in favor of the motion.) **Motion** made by Gary Goorhuis to write a check for \$5,000 to the roof fund, and pay \$1,124.96 to Douglas County Clerk, and \$4,308.32 to Library To Go. Seconded by Christine Thomas. Unanimous approval. (Harris, Thomas, Bridge, Goorhuis, and Adams voted in favor of the motion.)
- b. **CD renewal.** Sue Cousineau renewed the CD for 6 months at a rate of .04% interest. The balance on the John Warden CD is \$45,485.42.
- Lee Bridge mentioned that he could email information for the State Budget System to the new Board members. This will help them understand the budget process that is required. Gary Goorhuis recommended that the training that SDAO offers would also be valuable for them.

#### **Library Report**

- The library has been busy. 7th & 8th grades have been visited to promote the Summer

Reading program. 19 teens, 23 preschoolers, 50 elementary school children are signed up, as well as 44 summer school program kids. Sue Cousineau said that the teachers she is working with have been wonderful and that the children are well behaved. 136 Take N Make kits have been put together by staff, volunteers, and two teen volunteers. They have worked hard to get them completed. Discussion.

- Sue Cousineau presented the statistics for June. She mentioned that she would like to get more Wifi hotspots. The library was open a couple more days in June. There were 1,420 checkouts, 173 Ebook checkouts, and 103 audio book checkouts. Volunteer hours are up. Virtual programs are still active. Discussion. Tara Adams mentioned that there were 14 Geocache visits in June and that for the month of July that number has been surpassed. There were 3 Travel bugs left, which can be tracked. Discussion.
- Lee Bridge mentioned that it may be wise to start having the Board track their volunteer hours too and have them included on the statistics report for grants. Discussion. Sue Cousineau will make up a form for the Board volunteer hours and include them as a separate line item on the statistics report. The form will be passed around at each Board meeting so that the hours can be recorded.
- The budget was submitted to the County Clerk and Assessor on June 14th.
- The Friends of the Library book sales have been successful.
- Jennifer McDuffy's last day of employment was June 30th. She had over 20 years of service. The other two staff members are covering all the hours.
- The Interviewing Committee consisting of Tara Adams, Dale Harris, Max Bright, and Sue Cousineau have interviewed three candidates. The position has been offered to one of them pending a background check.

### **Action Items Follow Up and Report**

#### **a. Grant**

- An \$8,000 grant from C. Giles Hunt Foundation was received for surge protectors and to update electrical outlets. Discussion.
- A letter was received from the IRS indicating that the COVID-19 grants need to be paid back because the library is considered a government entity. The total amount is around \$3,000. Sue Cousineau has talked with them and is putting some paperwork together to fight it.
- The ARPA (America Rescue Plan Act) grant through the State Library has been applied for to fund the seven Little Neighborhood Libraries for \$7,681.73. Sue Cousineau had considered including a request for 8 hotspots on this grant but realized that the library has to be CIPA certified since it is a federal grant. It will take time and effort to become CIPA compliant so she is not including the hotspots in this grant. She mentioned that she should find out this month if the grant will be awarded.
- Tara Adams asked if the digital newspaper project is still on the calendar. Sue Cousineau said that the grants are to be written in November and February. Discussion.

- #### **b. COVID-19 Requirements**
- Sue Cousineau stated that since the Governor has lifted pandemic restrictions she would like to update the current COVID-19 policy precautions. Discussion. **Motion** made by Dale Harris to remove the precautions from the COVID-19 policy unless the COVID situation changes and the Governor or health officials give new recommendations. Seconded by Gary Goorhuis. Unanimous approval. (Harris, Thomas, Bridge, Goorhuis, and Adams voted in favor of the motion.) Sue Cousineau asked if the meeting room will be open to groups again. The answer is yes, the meeting room may

be open to the public again. She also asked about having the kids' toys put back out. Discussion. It was decided that, at this time, the toys should not be put back out for the children. Discussion.

- c. **Information Security and Acceptable Use Policy**-SDAO sent a sample policy for cyber security. Sue Cousineau met with James Freshman to change the policy to the library's needs. In writing this policy it's clear that there are some things that need to be done. The first thing that has been done is to separate the Wifi for the staff from the guests. The staff have taken 5 training on cyber security and emails. Sue Cousineau presented the Information Security and Acceptable Use policy. She pointed out that page 4 of the policy, Appendix A-Acceptable Use Policy will be given to staff to sign. The staff will also be required to repeat the 5 trainings on cyber security and emails. Lee Bridge would like the policy changed to require password length be 12 rather than 8. Discussion. It was suggested that at least one upper case letter, one lower case letter, a number, and one special character be used in passwords. Another thing that has changed since writing this policy is that the passwords for the staff computer will be different for Sue Cousineau and the staff. Sue Cousineau has put together a list of the passwords since the staff passwords are different from hers. Christine Thomas stated that printers are easy to hack and wondered if the printers here are protected somehow. Sue Cousineau explained that she clears the printer every time she does payroll. She explained that the big printer just needs to have the main button turned off and let it sit to clear it. She will ask a staff member to do it each Saturday. **Motion** made by Dale Harris to adopt the policy with the suggested changes to the password requirements. Seconded by Gary Goorhuis. Unanimous approval. (Adams, Thomas, Bridge, Goorhuis, and Harris voted in favor of the motion.)
- d. **Pay Matrix**-The Pay Matrix and Incentive Awards policy was presented. Tara Adams said that doing this is a real good idea and thanked Lee Bridge for all the work that he put into this policy. Discussion. **Motion** made by Gary Goorhuis to adopt the Pay Matrix and Incentive Awards policy number F-009 as written. Seconded by Christine Thomas. Unanimous approval. (Bridge, Adams, Thomas, Goorhuis, and Harris voted in favor of the motion.) Discussion.
- An Employee Pay Matrix was presented to be effective July 1, 2021. Lee Bridge briefly explained the positions listed. Sue Cousineau briefly described the additional job duties that will now be part of the lead library assistant position. Christine Thomas asked if based on the wage that is in this matrix if there had been qualified applicants who applied for this last opening. Sue Cousineau stated that the position had been posted with \$12 an hour and a couple of people applied before July. More after July 1st because people on unemployment had to start looking for jobs. The position was posted at \$12 an hour but she increased the pay rate to \$12.50 after the employee was hired. Discussion. Tara Adams asked if the job description will need to change once a reading circle can be brought back in. Sue Cousineau said that when the program can be brought back then it will be reviewed at that time. Discussion. **Motion** made by Gary Goorhuis to adopt the Employee Pay Matrix to be in effect July 1, 2021 as presented and to be reviewed annually. Seconded by Christine Thomas. Unanimous approval. (Bridge, Adams, Thomas, Goorhuis, and Harris voted in favor of the motion.) This will be reviewed annually.

**New Business**

- a. **MED-Project**-Sue Cousineau said that there will now be envelopes in the lobby for the public to use to dispose of unwanted medications. Discussion.
- b. **Donation**-Sue Cousineau stated that there has been a \$1,000 donation received.
- c. **Account Signatures**-Sue Cousineau is in the process of getting new signature cards from the bank since there are new Board members. She will contact the Board members once they are received so that they can sign it. Discussion.
- d. **VHDZ Adopted 6/7/21**-The Vertical Housing Development Zone was adopted by the City of Reedsport on June 7, 2021. Sue Cousineau briefly described the project. It will, in the future, be advantageous for the library because it means more tax dollars received. Discussion.
- e. **Staff**-There are some SDAO (Special Districts Association of Oregon) trainings available. Sue Cousineau emailed the Board the list of trainings. Lee Bridge said that tuition and mileage will be paid. Discussion. Tara Adams and Christine Thomas agreed to doing the training on September 2, 2021.

**Comments from Board Members-**

- Gary Goorhuis stated that property tax income will be going up. Sue Cousineau said that \$5,000 in property taxes were not received this last year, as expected. Discussion.
- Tara Adams thanks Sue Cousineau and the staff for the hard work that they are doing for the Summer Reading program. Discussion.
- Dale Harris mentioned that he will not be able to attend the August 10th Board meeting and knows that Lee Bridge will do a great job chairing it in his absence. Discussion.

**Next meeting:** Tuesday, August 10, 2021 at 6:00 pm.

**Meeting Adjournment:** Lee Bridge adjourned the meeting at 7:47pm.

Submitted by:

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Elba England  
Meeting Clerk

Date: 7/29/2021

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

Approved by:

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Lee Bridge  
Vice-President

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