

**Lower Umpqua Library District**  
**Board of Directors Meeting Minutes**  
**6/10/2025**  
Lower Umpqua Library and Zoom

**LULD Board Members Present:** Ron Eberlein, acting President, Gary Goorhuis, Treasurer, and Christine Thomas, Secretary, Melissa Lilly, Dale Harris (via Zoom).

**Staff Present:** Alex Kuestner (Director), Jonathan Moore.

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

**1. Start Zoom.**

**2. Call to Order:** Ron Eberlein called the meeting to order at 6:05 p.m.

**3. Pledge of Allegiance:** Ron Eberlein led the Pledge of Allegiance.

**4. Public Comments:** Terry Moore announced a concert (a violin/viola and piano duo) that will be held on the 15th at the Lutheran church in town. She also commented on the unkempt appearance of the library grounds and recommended finding someone to clean it up in the short term, until the board decides whether to hire a service for the longer term.

**5. Review of the Meeting Agenda:** Kuestner requested the addition of 11c. Lilly made a motion to accept the agenda as amended, Thomas seconded, and the motion passed 4-0.

**6. Review of the minutes for May 13, 2025:** Thomas moved to accept the minutes as presented. Lilly seconded, and the motion passed 4-0.

**7. Finances:** a. Motion to Pay the Bills: Lilly moved to pay LULD bills as stated by Kuestner: bills over \$500 totaling \$19,057.55 (namely \$723.62 to SDIS for health insurance, \$12,855.08 to Cardinal Services for payroll, \$4,120.00 to Isler for financial review, \$831.60 to Faronics for Deep Freeze software, \$527.25 to Central Lincoln for electricity) and bills under \$500 totaling \$3,438.17, for a total amount approved of \$22,495.72. Thomas seconded, and the motion passed 4-0.

**8. Library Report:** Kuestner

- a. Library statistics report: The month of May saw the highest checkouts ever for periodicals and electronics. The overhead projector and Blu-ray drive were checked out, but other than that these were just normal electronic checkouts. DVD circulation is up, as well as circulation of physical items in general, but electronic circulation went down.
- b. Displays: The true crime display remains popular. This month, the display across from the circulation desk features thrillers and the table in the children's section features new and recently added juvenile books. The fire truck display features new and recently added picturebooks, as well as juvenile periodicals. The endcap near the young adult (YA) section displays new and recently added YA books on top, and Pacific Northwest displays on the bottom. The library acquired a new, larger bookcase for the juvenile easy nonfiction books; the bookcase that it replaced now houses YA honor system books, while the bookcase formerly used for that purpose is now an endcap to the adult nonfiction section.
- c. Weeding, standardizing labels, and Koha organization: For the past few months, Kuestner and staff have been working on interrelated projects to minimize confusion, improve patron and staff ability to locate materials and generate more accurate reports, and weed the collection of outdated and poor circulating materials, making room for new items.

Unfortunately, Koha does not allow a single report that identifies items in the collection with their circulation numbers. A few months ago, with ByWater's help, Kuestner made a list of authors (not individual items) by total checkouts. While doing this, he found many errors, such as spelling and formatting inconsistencies which would interfere with searching the catalog effectively. Lia Hamilton has been going through Koha to correct these errors.

Withdrawn items still show up in Koha reports of LULD's holdings, thus inflating these statistics. Staff have been communicating with ByWater about ways to potentially fix this problem.

Kuestner and staff have been gradually updating the "shelving locations" of items to make them less broad and more indicative of where to find items in the library. Likewise, staff have been correcting "collection codes" that incorrectly indicated the age demographic of items, adjusting call numbers to change where in the collection an item will be shelved, and adding genre labels (such as "True Crime") to items. All of these efforts will make items in the library more discoverable by patrons and staff.

Kuestner weeded the adult nonfiction section of items that hadn't circulated in more than two years, making sure to keep a reduced number of books about circulating topics. Library staff then withdrew these books from the system and gave them to the Friends of the Library or boxed them to send to Better World Books. Additional catalog errors (see above) were discovered during the weeding process.

Kuestner and Hamilton are gradually perfecting the foreign language finding aid, to make it easier to find all the books written in (or teaching) a particular language.

- d. Dragon: Creative Mercantile donated a large paper mache dragon, which is currently displayed holding a book in its claws on top of a bookcase in the children's section.
- e. Items purchased with funds from Friends of the Library: During their quarterly meeting on June 4th, the Friends of the Library agreed to fund the purchase of several new items for the library: an additional book cart, a ThermoBind machine to assist staff in repairing damaged books, a chair for a third staff member to sit at the circulation desk, and five caster wheels for the computer chairs that do not currently have them.

#### **9. Action Items Follow-up and Report: Kuestner**

- a. Maintenance Checklist: According to city workers, lights in the inner ring (such as over children's area) are not standard-sized bulbs. They brought in different bulbs, and are in the process of replacing broken lights. They did fix the light in the Men's restroom and the water temperature (which was too cold). The library installed a water alarm in the pan under the water heater. To replace the library's aging open/closed signs, Kuestner purchased new ones, which are not installed yet but will be soon.
- b. Neighborhood Libraries (NLs): Jonathan Moore replenished books at the Scottsburg and Ash Valley NLs. The library has been trying to contact the Oregon Coast School of Art to install the NL there, but so far they have been unforthcoming.
- c. Grants: The library did not receive the \$10,000 grant for New Americans. The American Library Association said they received over 50 applications and there was simply too much competition. The Friends of the Library voted to become a Federally recognized 501c3 organization. This will help the library apply for more grants.
- d. Computers and IT services: Due to Cody Robinson's (Aethelwulf Computing Services) unresponsiveness, Kuestner contacted seven IT companies for quotes. Two showed interest, and one (Integotec) has been particularly responsive. Bandon IT is set to have a Zoom meeting with Kuestner on June 16th. Integotec has been particularly responsive, and have already met with Kuestner and given him three quotes. Of these, Kuestner recommended getting the Platinum plan (\$360/month total) for the staff computers but a lesser plan (\$120/month) for the public computers. With the Platinum plan, they will also help with tech issues related to other devices (such as the Mondoboard or the security cameras). Ron Eberlein and Harris recommended waiting until Kuestner talks to Bandon IT before authorizing the switch to a new IT service. Lilly recommended getting recommendations from other customers. Ron Eberlein asked whether Robinson is still being paid every month, and Kuestner responded that Robinson hasn't billed the library in a long time. Ron Eberlein recommended sending a letter to Robinson informing him that LULD is terminating his service.
- e. Updated personnel policy: Harris moved that the board adopt the updated personnel policy as presented by Kuestner, Lilly seconded, and the motion passed 4-0. The next step is to send the new policy to Cardinal for their advice.
- f. Director checklist:
  - Staff meetings are held monthly, typically the day after the board meeting.
  - Employee evaluations and BOLI posters are up-to-date.
  - Once the leave policy is revised, Kuestner will present it to the board. Once the board approves it, Kuestner would like to show it to Cardinal Services and receive their feedback.
  - Meeting minutes on the website are current.
  - All staff positions are filled (but see 9l below).
  - Stacey Broussard and Lia Hamilton have been working on the Summer Reading Program for 2025. Games and other activities are planned, and groups (such as the Beekeepers' Association) will visit the library for special programs.
  - Stacey continues to read books to kids every Wednesday.
  - The library continues to search for more volunteers.
  - (See 9d.) Kuestner originally believed Robinson would follow through on installing the new computers. If the library hires Integotec or some other reputable service, he believes this process will be quickly resolved.
  - Landscaping: Kuestner presented a proposal from Michael Bishop for doing some weeding for the board's consideration. Kuestner doesn't think MB seems healthy enough to do the job, and recommended hiring Bob Mairel

(previously presented), initially on a probationary basis. Mairel has not yet responded with the requested references. Debb Montclair claims that he is sometimes slow to respond about such business but otherwise does good work around her house. Thomas proposed hiring Bob Mairel for \$325 from now until September. Harris inquired whether Mairell is insured. Ron Eberlein recommended determining that when Kuestner gets references. Harris asked whether Kuestner had contacted Leo's Landscape Maintenance or Northwest Landscaping in town. Kuestner replied that the library had tried to contact them multiple times.

- Debb Montclair and Kuestner have been going through library records to determine when maintenance was last performed on various aspects of the library.
  - The budget is completely done except for submitting the documents to Douglas County. Before doing so, Kuestner requested that Ron Eberlein sign another copy of the resolution document (the original copy was misfiled by Debb Montclair, who is generally very good at organizing documents in Kuestner's office).
  - Kuestner watched recordings of several other OR jurisdictions' budget meetings.
- g. Dolly Parton Imagination Library (DPIL): (Goorhuis joined the meeting.) The Friends are funding \$500 worth of hotdogs from Salty Dog for the DPIL and Summer Reading kickoff party. DPIL staff will visit the library for the event. The library will create a giant board game using tape on the floor, in which each child is a piece as they step through the game.
- h. Janitorial service ideas: The city's janitorial fee is rising to \$456 per month. Lia Hamilton is interested in providing janitorial services for the library (separate from her work as a Substitute Library Assistant), for \$21 per hour, for 15 hours per month, which would come out to \$315 per month. This would include (weekly): cleaning windows and doors, taking out trash, dusting, cleaning bathrooms, vacuuming and washing floors, wiping and disinfecting computers and computer areas, checking paper and soap dispensers. Additionally, floors would be mopped monthly. Debb Montclair is confident that she can source janitorial supplies for less than the city charges. Harris made a motion to hire Lia Hamilton to provide janitorial services at the hours and rate suggested by Kuestner, to be subject to review in three months, and to notify the city that the library is terminating the city's janitorial services. Goorhuis seconded and the motion passed 5-0.
- i. Homelessness at the library: Staff talked with one patron about restrictions on phone use and on taking library furniture outside the building, and he has ceased these activities. Ron Eberlein stressed that patrons shouldn't be eating or drinking (uncapped containers) in the library.
- j. Library phone for patrons: Various ideas have been discussed. One is for the library to acquire a Google Voice number, but each such must be verified using a normal phone number. For some reason, the library number isn't working for this purpose. Possible solutions include getting a burner phone (which could also be used as a phone on WiFi) or getting a second line from Douglas Fast Net.
- k. Vacation/PTO issue follow-up/clarification: As previously discussed, several staff (Kuestner, Jonathan Moore, and Stacey Broussard) have requested PTO payouts (in Moore's case retroactively claiming for past vacations), in order to fall below the 240-hour limit on PTO accrual. Kuestner determined how much money is left in the director and staff budget categories and Moore calculated how much the requested payouts would amount to, which would be well within the remaining budget. Goorhuis moved to approve the vacation payout and overage times as presented, and Lilly seconded. Harris clarified that staff who go over the limit in the future must "use it or lose it". The motion passed 5-0.
- l. Internship: The previously discussed \$2,000 teen internship funding could come out of the money previously set aside to match the (now unforthcoming) Special Districts Association of Oregon (SDAO) college student internship grant. Harris thinks that 15 hours/week is reasonable, as is using the money set aside for the SDAO grant. The board approved going up to \$3,000. Harris made a motion to proceed with hiring a summer intern to be selected by staff and work 10 weeks, 15 hours per week, at \$14.25/hour. Lilly seconded and the motion passed 5-0.
- m. Clarification about previous meeting minutes: Regarding May 2025 circulation statistics, on further reflection, Kuestner believes DVD checkouts were lower because fewer new DVDs were added. Regarding foreign language and cultural books, various patrons have expressed interest in learning about other parts of the world. With bilingual books there is no downside, since the English component guarantees that most library patrons can read them.

#### **10. New Business: Kuestner**

- a. Roundcube email issues and solutions: There have been problems with the email server. Staff deleted several thousand spam emails. Old emails that are no longer immediately relevant were downloaded to be archived. Despite all this Roundcube email has been intermittently unavailable. All emails combined have 7.5 GB of space.

Kuestner proposed switching to Microsoft 365, which would include 50 GB of space and cost \$528 (\$200 more than Roundcube). Thomas inquired whether the library would have to download old emails to still have access to them. Harris recommended researching to make sure the transition is seamless. Kuestner noted that the Roundcube bill is paid in mid-July.

- b. SOLF conference: Southern Oregon Library Federation has conferences once or twice a year, the next being this Friday, June 13, in North Bend.
- c. Koha text message notification issue: AT&T, T-Mobile, and Verizon will no longer be sending emails as texts to phones. Based on what ByWater has told the library, it may be necessary to hire another service to have messages sent out. Twilio (recommended by ByWater) would charge \$0.0083 per message.
- d. Vandalism: Debb Montclair found a magazine ripped in half, near one of the public computers. Jonathan Moore and Kuestner reviewed security camera footage, but none of the cameras point directly at that computer, and staff did not see the event happen.
- e. DFN copyright notice: The library received a copyright infringement notice from Douglas Fast Net. The board discussed possible measures to prevent patrons from downloading copyrighted material.

**11. Executive Session ORS 192.660 Personnel:** Ron Eberlein concluded the regular session and entered Executive Session at 7:50 pm.

**12. Comments from Board Members:** [see conclusion of regular session minutes]

**13. Next board meeting** will be held on Tuesday, July 8th, at 6pm.

**14. Meeting Adjournment:** See post-Executive Session continuation of minutes.

Submitted by:

\_\_\_\_\_ Date: July 8, 2025.  
Jonathan Moore - Lead Library Assistant

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

Approved by:

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

**Lower Umpqua Library District  
Board of Directors Executive Session Minutes  
6/10/2025  
Lower Umpqua Library and Zoom**

**LULD Board Members Present:** Ron Eberlein, VP, Christine Thomas, Secretary, Melissa Lilly, Gary Goorhuis, Treasurer, Dale Harris, President (by Zoom).

**Staff Members Present:** Alex Kuestner (Director).

The regular session of the meeting was recessed at 7:50 pm, the Board held an Executive Session (ORS 192.660 Personnel Issues) to discuss the yearly performance evaluation of Alex Kuestner, Director.

After the review of the evaluation, Alex Kuestner left the meeting for Board discussion of his ongoing performance and progress, extension of his 3-year contract that is currently ending, and corresponding raise.

The Executive Session concluded at 8:28 and the Board returned to Regular Session.

Submitted by:

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Christine A. Thomas, Secretary

Approved by:

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

**Lower Umpqua Library District**  
**Board of Directors Regular Session Minutes (conclusion)**  
**6/10/25**  
Lower Umpqua Library and Zoom

**LULD Board Members Present:** Ron Eberlein, VP, Christine Thomas, Secretary, Melissa Lilly, Gary Goorhuis, Treasurer, Dale Harris, President (by Zoom).

**Staff Members Present:** Alex Kuestner (Director).

The Board returned from Executive Session to Regular Session at 8:29 p.m.

President Harris commended Alex Kuestner for his improvements, and ongoing efforts. The LULD is offering a renewed contract of 3 years with a salary increase of \$1500 increase from his current salary along with corresponding continuing benefits he currently carries.

Melissa Lilly moved that we extended his contract an additional 3 years, a 2% raise of \$1500 p/year, and Alex Kuestner research adding a vision insurance plan to his current benefits/medical coverage, retroactive to April 19, 2025. Dale Harris seconded the motion, and the vote was unanimous.

Compliments were shared by all Board members with Alex to his continuing improvements and skills.

Comments by LULD were shared on the results of the recent Board Member elections.

The next meeting of the board is Tuesday, July 8, 2025.

Meeting Adjournment: 8:39 pm.

Submitted by:

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Christine A. Thomas, Secretary

Approved by:

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