

Lower Umpqua Library District
Board of Directors Meeting Minutes
5/10/22
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, President, Lee Bridge, Vice President Gary Goorhuis, Treasurer, Christine Thomas

Not Present: Tara Adams, Secretary

Staff: Alex Kuestner

Community Members: Jenee Anderson, John Kollerup

Call to Order: Harris called the meeting to order at 6:03

Pledge of Allegiance: Harris led the Pledge of Allegiance

Public Comments: Jenee Anderson, John Kollerup property owners/neighbors to the library, continue to have issues with loitering. They have observed person sleeping and plugging in electric blankets and littering. They have been told by RPD that there can be no additional enforcement until LULD posts "no loitering" signs. Allowed use of the electrical outlets was restated by Harris and others.

Meeting Agenda: Harris requested adding an item under New Business labeled "d" - Signage re Loitering. Motion to approve the amended agenda made by Bridge, 2nd by Gary Goorhuis, and approved 4-0.

Review of the Minutes: April 19, 2022 Board Meeting and Budget Meeting: Correction of spelling of names without substantive changes were made to both. Goorhuis moved approval of both sets of minutes and it was seconded by Thomas. The motion was approved 4-0.

Finances: Harris noted that the amount for approval does not include employee salary since online banking information from Umpqua Bank is temporarily inaccessible. It will be included on the June list of payments. The UB checking balance is \$233,541.17. Motion to pay the bills for April in the amount of \$2,1017.01 (7 checks) was made by Goorhuis. Bridge provided the second and the motion was approved 4-0.

Library Report: Library statistics and patron activity were not available due to staff illness. Kuestner reviewed the following items:

a) Interlibrary loan (ILL) and costs associated with participating in the services through OCLC for \$787.95 per year, and mailing costs, collection of costs. This might serve patron needs while LULD continues to investigate joining a library consortium. Mailing costs could be the responsibility of the patron if LULD chooses to charge for ILL services. Loaning of DVDs discussed, pros and cons. Utilization and cost discussed. Defer any decision until after survey is obtained.

b) Newspaper digitization: Since the grant was denied, Kuestner has reviewed options and has come up with 3 potential avenues to accomplish this summarized in written material he provided the board.

- 1) Continue to work with University of Oregon. The cost for digitalizing and creating searchable database for issues of *Port Umpqua Courier* 1914-1965 is \$10,000-\$13,000. The University would deal with any copyright issues and the material would be available to LULD and other libraries around the state and reside in their archive. Obtaining some portion of the cost through grant funding would allow LULD to proceed.
- 2) Private Digitization: The UO has the *Port Umpqua Courier* on microfilm, but it is not known if they would allow another organization to digitalize it. If outside digitalization was allowed, Kuestner has an approximate quote of \$1,400 to scan microfilm for all 88 years of that newspaper, 1914-2002. The issues would be searchable by date only and LULD would be responsible for any copyright issues. Additionally, the library has 13 years of *The Umpqua Post* and two years of the *Port Umpqua Courier* stored onsite in paper format that could be considered for scanning and digitalization.
- 3) Newspaper Archive subscription: This is a private company and the cost for digitalizing would be approximately \$1,271.76 for the 13 years of the *Umpqua Post* and two years of the *Port Umpqua Courier* held by LULD in paper format and \$4,080 for the 88 years of the *Port Umpqua Courier* held by UO in microfilm format. Digitizing UO's

holdings would be subject to their agreement. . The information would be proprietary and require LULD to pay a fee, currently \$360/yr to access this and all newspaper files from Oregon on their site. The majority of their holdings appear to be late 19th and early 20th century material.

- c) Kuestner proposes a survey to determine if LULD cataloging and lending Blu-ray format DVDs (many have been donated) and music CDs would be a service patrons would like to have. Also discussed was potentially adding video games to the offering. He thought this might help attract the teen demographic that currently is a low utilizer. The board had concerns about violent content. Kuestner reported that there is a rating system similar to that used for movies that could be used to guide selection. The board asked him to proceed with an expanded set of questions using Survey Monkey and include additional questions on use of Interlibrary loan and desire for access to digitized local newspapers.

Action Items Follow Up and Report:

- **Grants:** Neighborhood Library: Bridge reported the prototype is essentially completed and installation in Winchester Bay awaits dry weather. Discussed additional locations, Scottsburg, Smith River, Gardiner, and Ash Valley. Bridge agrees to provide a bill of materials and assign approximate costs by the June meeting. Then the lumber and other items can be purchased for as many as possible with the grant funds. This may be less than expected with rising costs. He believes he has commitment for producing the additional modules and perhaps the bulky materials can be stored by Matt Wilson at the Jewett site

LULD Monthly Covid-19 Policy Monthly Review: Kuestner and Harris discussed continuation of advising masking but not requiring it. The board discussed at the last meeting opening of the Discovery Room for meetings and agreed to May 11th as the date for this to occur. Outside groups have been requesting rental. The staff has had an orientation by IT in the use of electronic equipment. By consensus, the board recommends establishing a training protocol for use of AV equipment. Cleanable children's toys can be reintroduced, and selection may depend on staff ability to keep them cleaned. The director is tasked with disposing all plush toys (3) Face-to-face programs tabled for next meeting with staffing issues limiting program expansion.

Library Director/District Manager Health Insurance: Harris reports that though the board determined the level and cost, no funds have been allocated to the Insurance line item for the current budget year. The 2022-3 Budget does account for the cost. The district expects two months payable in this fiscal year. Harris calculates a cost of \$639.62/mo with the director paying LTD cost of \$18.26/mo. Bridge moved transfer \$1,400 from contingency into insurance to cover premiums. Gary Goorhuis second the motion which carried 4-0.

New Business:

- a) **Executive Session:** ORS 192.660 Personnel Issues
The board entered executive session at 7:11pm and returned to regular session at 7:27pm
- b) **COLA/Salary increases:** The two current part-time employees had evaluations completed in February for merit increases. Bridge moves for 3.5% COLA increase with minimum of \$0.50/hr for part-time employees (Noble, Broussard and Bright) and merit increases in line with the salary matrix for Broussard and Bright retroactive to 3/1/22. Goorhuis seconded the motion which passed unanimously, 4-0. Bridge will work with Kuestner on the step increase amounts.
- c) **Open position hiring protocol:** There are currently three applicants. Interviews can be scheduled. Use of the prior procedure when Christopher Noble was interviewed were agreed to. A panel, to be comprised of five: two board members, a community member, the director, and the lead assistant. Board members Thomas and Adams have agreed to participate and will need to be involved in scheduling date and time. Since time is of the essence the board advised dropping the story/project portion for the interview.
- d) **Signage for Loitering:** See citizen comments. The board discussed the problem and options. Kuestner will seek advice from Reedsport Police Department about the issue. Once he understands the signage requirements he is tasked with ordering and mounting signs as well as making changes to electrical access in alleyway to discourage unacceptable use.

Comments from Board Members: Harris reports Cousineau has been retained as a consultant at an hourly rate during the leadership transition as authorized by the board at the April meeting.

Next Meeting: Tuesday June 14, 2022, immediately following LULD Budget Hearing scheduled for 6pm

Meeting Adjournment: 7:45 pm

Submitted by:

Christine Thomas, Date: 5/10/2022

Accepted as written (or amended on) (date) _____

Approved by:

Dale E. Harris, President

Version 1.1