

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
5/13/2025  
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, Colleen Eberlein (via Zoom).

**1. Start Zoom.**

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

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

**4. Budget hearing for 2025-2026 fiscal year:** Kuestner presented budget documents: Resolution No. 2025-2026, LB-50, Resolution 2024-2025-1, LB-20, LB-30, and two LB-11s for the John Warden and Maintenance reserve funds.

Thomas proposed Resolution No. 2025-2026: RESOLUTION ADOPTING THE BUDGET: BE IT RESOLVED that the Board of Directors of the Lower Umpqua Library District hereby adopts the budget for fiscal year 2025-26 in the total of \$733,946.00. This budget is now on file at 395 Winchester Ave, in Reedsport, Oregon.

RESOLUTION MAKING APPROPRIATIONS: BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated (as presented on the budget resolution document).

RESOLUTION IMPOSING THE TAX: BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2025-26 upon the assessed value of all taxable property within the district: at the rate of \$0.39 per \$1,000 of assessed value for permanent tax rate.

RESOLUTION CATEGORIZING THE TAX: BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as: Permanent Tax \$0.39/\$1,000.

Goorhuis seconded the motion and the motion passed 5-0.

Thomas made a motion to adopt Resolution 2024-2025-1, May 13, 2025: A resolution to transfer \$5,000 from the General Fund into the Maintenance Reserve Fund in July of 2025.

Whereas, on the 5th of May, 2020 a Roof Replacement Reserve Fund was established by the Lower Umpqua Library District Board of Directors.

Whereas, the Lower Umpqua Library District will begin setting aside money for the replacement of the library roof. On the 8th day of April, 2025 the Roof Replacement Reserve Fund was re-designated the Maintenance Reserve Fund by the Lower Umpqua District Board of Directors.

Now, therefore, be it resolved that the Board of Directors of the Lower Umpqua Library District hereby approve to transfer \$5,000 from the General Fund to Maintenance Reserve Fund in July of 2025.

Approved and adopted this 13th of May, 2025.

Lilly seconded and the motion passed 5-0.

**5. Public Comments:** Terry Moore was chagrined that Goorhuis's name had not made it onto the ballot for the upcoming election, but she applauded that Lilly and Sherry Paul emailed the Friends of the Library to promote writing in Goorhuis's name, and she plans to do likewise to community members in a private email list.

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

**7. Review of the minutes for April 08, 2025 and March 11, 2025:** Lilly moved to accept the Budget committee minutes for April 8, Board meeting minutes for April 8, Executive Session minutes for April 8, and the Executive Session and board meeting (conclusion) minutes for March 11 as presented. Goorhuis seconded, and the motion passed 5-0.

**8. Finances:** a. Motion to Pay the Bills: Thomas moved to pay LULD bills: 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. Lilly seconded, and the motion passed 5-0.

**9. Library Report:** Kuestner

- a. Library statistics report: Circulation for April is down compared to April 2024, possibly because the number of active patrons went down by a similar amount. However, circulation statistics have held steady compared to recent months.
- b. Displays: The display in front of the circulation desk features a mixture of genres from the Speculative Fiction section. The endcap next to the Adult Fiction row still features Mystery and True Crime books. The top of the Picturebook bookcase in the children's section features children's books recently acquired through a grant (see 10c below). Goorhuis recommended filing a picture of this display in case the library applies for this grant again. The firetruck bookcase in the children's section features new and recently added children's books.

**10. Action Items Follow-up and Report:** Kuestner

- a. Maintenance Checklist: Staff have been recording when things in the library were last serviced or replaced. The carpet was last replaced in 2013, and there does not seem to be much damage to it. (The only damage noted thus far is some scuff marks near the West entrance.) The light fixtures were replaced in 2012-13 and some of the light covers may need replacing. Goorhuis suggested gradually shifting to using LED bulbs instead of fluorescents. The hot water heater was replaced in November 2013. Eberlein said the water heater sits in a pan that drains into the floor, and suggested getting a water alarm that would go off if the pan fills with water. Debb Montclair and Kuestner looked for damage inside the library; Jonathan Moore and Kuestner walked around the library inspecting for damage on the exterior. Some areas of the exterior are dirtier than others, and there is a gouge where a falling chainsaw carving hit the wall. Staff have ideas on how to make the library sign on the West side more visible: either cut back the bushes in front of it, change its angle, or lengthen the posts to make the sign higher. Regarding how to clean the library furniture, Goorhuis recommended finding out if the carpet cleaners will also clean furniture. Kuestner suggested putting cabinets under the window seats around the periphery of the library.
- b. Neighborhood Libraries (NLs): The library is continuing to advertise the NLs to patrons and is still looking for volunteers to keep them restocked. The store in Ada was recently sold to new owners, and Kuestner is planning to ask them whether they want to provide a space for the seventh NL to be located on their property.  
Kuestner conveyed that multiple staff have asked for permission to put R-rated DVDs in the NLs (outside of the NL at Highland Pool) since it seems unreasonable for adult patrons to not have access to so many movies. Thomas agreed, noting that it doesn't take much for a movie to receive an R rating. Harris commented that if anything is going to draw the community's ire, it would be something like this. Thomas conceded that that was a good point, considering that many library boards are drawing heat over books and movies. Harris and Thomas recommended explaining to patrons (if they ask) that the library has no way of screening borrowing from the NLs, but they can come to the library to check out R-rated movies.
- c. Grants: LULD got the South Coast Regional Early Learning (SCREL) grant money in late April and they want it spent by June 30. There is \$1,400 dollars to be spent on books within certain criteria: books for children aged 0-6 to encourage interest in other languages, countries, and cultures; books for adults to teach kids how to read; and books for adults to learn other languages. Kuestner ordered books that fall within these criteria. Goorhuis asked about local Native American languages. Kuestner said local tribes donated children's books last year. Terry Moore has Coquille language children's books to donate. LULD did not receive the SDAO grant since SDAO received more applications than previously and prioritized districts that had not received the grant before.
- d. JE Nonfiction: JE stands for Juvenile Easy, i.e. picture books. The library has converted a small bookcase in the children's section to house this section. This bookcase is too small for the number of JE nonfiction books that the library currently has, so staff are shopping for a larger bookcase that would fit within the available space; options range from \$90 to \$200.

- e. Updated policies/procedures: Normally the library does not use (non-stock) photos of kids in any publications or media, but recently a patron requested that their child's picture be posted on the library's Facebook page. Stacey Broussard drafted a consent form, which the board approved.

Cardinal Services changed the way they make payroll reports, making it confusing, so Debb Montclair drafted a procedure to walk through the process to find the numbers to input into QuickBooks.

Kuestner is working on a step-by-step procedure for the budget process.

Jonathan Moore is still working on the Interlibrary Loan procedure, incorporating feedback from other staff.

- f. Director checklist:

- Staff meetings are held monthly, typically the day after the board meeting.
- Employee evaluations are up-to-date. The next staff evaluation will be in August for Debb Montclair and in September for Jonathan Moore.
- 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.
- Volunteers: High school volunteers have been helping with shelving. The library is hoping to attract more volunteers over the summer.
- IT situation: Kuestner recommends finding a replacement for Cody Robinson. He has contacted seven IT companies in the region.
- Landscaping: Kuestner presented two quotes, for \$325 and \$800. The board recommended finding references for these workers from other institutional customers in the area. Kuestner plans for his father, Rolf Kuestner, to install a test bed of periwinkles after the initial major cleanup is completed.
- Kuestner tried to attend the budget meeting for the city yesterday, but it was postponed to next week due to lack of a quorum. He watched online recordings of Seaside and Florence's city budget meetings.

- g. Dolly Parton Imagination Library (DPIL): 13 kids have signed up so far. The library will be having a kickoff event in June, which will be attended by DPIL staff from Eugene. Kuestner thinks it would be a good idea to have it the same day as the Summer Reading Program (SRP) kickoff, so that people coming for one program would learn about the other.

- h. At the Oregon Library Association (OLA) conference Kuestner learned about a machine called a ThermoBind that could help the library repair books. It heats books to reactivate the binding glue and supposedly can reattach pages within 15 minutes. A ThermoBind is available online for \$300. Lilly asked if Kuestner had talked with other libraries that have used this process or read reviews. Kuestner met staff from many libraries at the conference who had experience using a ThermoBind and recommended its use and he subsequently read reviews about it.

Kuestner obtained over \$750 worth of free new items at the conference including books and a chair. He learned about many grants and talked with the University of Oregon about archiving newspapers. To digitize newspapers they would charge 75 cents per page from microfilm and 85 cents per page from paper copies. Kuestner suggested digitizing from U of O's microfilm when possible due to the better price and filling in any gaps by digitizing from the library's paper copies.

Kuestner discussed a competitor to Overdrive (Blackstone Audio) which would allow an unlimited number of patrons to stream audiobooks simultaneously (unlike Overdrive which "lends" out a limited number of digital copies). The downsides of Blackstone are that they don't offer eBooks, and the audiobooks cannot be downloaded and then used offline.

Kuestner proposed that if considering Blackstone, LULD try subscribing to both services for a trial period and after that potentially dropping the audiobook portion of Overdrive if enough patrons prefer Blackstone.

There is a company that publishes durable copies of children's books, which come with a warranty. They sent a sample copy of such a book to LULD.

- i. Homelessness at the library: Kuestner is considering writing a policy regarding patron use of the library phone, stipulating that patrons can only use the library phone for a limited time. Normally the library allows patrons to use the phone when they request it. Most patrons only do so for short calls, or only occasionally for longer calls. But a particular patron will regularly borrow the phone for large portions of the day. Lilly said that patrons should only be using the phone for services, calling agencies such as Veteran's Affairs or Social Security, and not for more casual conversations. Kuestner and Jonathan Moore both reported that (as far as they are aware) this has been the case, even with patrons who make long calls. Thomas expressed concern that patrons might use the library phone for illegal activity and recommended only allowing patrons to use the phone at the circulation desk, so that staff could monitor their calls. The board also discussed requiring patrons to sign a disclaimer before using the phone. Goorhuis and Thomas asked whether the disclaimer would

need to be signed by patrons before every use. Kuestner said that requiring a signed disclaimer would be burdensome in many minor instances, such as a child calling home. Harris replied that the library's procedure could allow for flexibility in individual cases.

Jonathan Moore suggested that the library could set up a Google Voice account for patrons to use on public computers. Lilly and the board think that would be the best option. One advantage would be that the public computers already require that patrons agree to a disclaimer before use.

Eberlein stipulated that library equipment and furniture should not be leaving the building, such as stools and the phone. The patron who has been using the phone for extended periods of time has been seen using a library stool outside the library.

- j. Changes to public meeting law: The library is required to notify the public when changes are made to scheduled meetings. Kuestner recommended posting in the South Coast Shopper. Goorhuis asked whether the city's website counts as public media.

If someone deaf or hard of hearing contacts the library at least 48 hours in advance of a meeting, the library is required to make a good faith effort to find an interpreter.

The media is allowed to enter executive sessions. Harris clarified that the media is allowed to take notes and report on generalities (similar to what LULD puts in its executive session minutes) but not record or report on specifics. Media entities that break these rules can be banned from future executive sessions.

**11. New Business:** Kuestner

- a. QuickBooks: There are several different versions of QuickBooks subscriptions, and the library's version has many features that the library doesn't use. It would cost much less without those extra features (roughly \$300 instead of \$1000 per year).
- b. Pricing changes: Beginning in the new fiscal year, health insurance will increase from \$723 to \$762, and custodial services from the city will increase from \$350 to \$456 per month. Kuestner is interested in shopping for other options for custodial services in the area. Eberlein believes the library should stay with the city, since the city owns the building and can be responsible for liability. For example, Harris pointed out that the custodians are cleaning the bathrooms and therefore need hepatitis immunization. The city combines several buildings into one paid job. Eberlein recommended that the library talk with the city about additional cleaning that needs to be done (or standards that need to be met).
- c. Internship: Kuestner proposed that the library fund an internship, for \$2000 in total, to hire a teen intern for 10 hours/week during the summer. This money could come out of the John Warden fund, which could then be replenished from cash carryover at the end of the fiscal year. Since the library would be funding the internship, the intern wouldn't have to focus on one project and could help with regular library operations, in addition to (for example) working on promoting/leading a games club. Harris believes that it would probably be better for them to come in more regularly, such as for 40 hours per week. He also noted that more than 10% from the John Warden fund would require re-convening the budget committee. Harris considers the internship a good idea, but that it is late in the fiscal cycle to fund and organize it this year. Thomas recommended asking high schoolers who come in as volunteers what it would take for them to want to participate in an internship.

**12. Executive Session ORS 192.660 Personnel:** Eberlein concluded the regular session and entered executive session at 8:20 pm.

**13. Comments from Board Members:**

**14. Next board meeting** will be held on Tuesday, June 10th, at 6pm.

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

Submitted by:

\_\_\_\_\_ Date: June 6, 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  
5/13/2025**

Lower Umpqua Library and Zoom

**LULD Board Members Present:** Dale Harris, Pres. (via Zoom), Ron Eberlein, VP, Christine Thomas, Secy (via Zoom), Melissa Lilly.

At 8:25 pm, the Board entered Executive Session (ORS 192.660 Personnel Issues) and there was one public member on the Zoom connection to excuse. The topic was how to evaluate Alex Kuestner as District Manager/Library Director. The checklist of improvements from 7/16/2024 was given to each Board member. The Board members were asked to evaluate each item using a scale of 1-5. Any rating with a number above or below 3 should include a comment. Board members need to place their evaluation in a sealed envelope and leave it at the library before the end of May. Melissa Lilly and Ron Eberlein will collect the envelopes and summarize the evaluations before the next meeting.

At 8:03 pm the Board entered Executive Session (ORS 192.660 Personnel Issues) and there were no public members on the Zoom connection to excuse. The topic was to determine how the evaluation of the Director would be managed since his hiring anniversary date of April 19<sup>th</sup> is coming up. The Executive Session concluded at 8:32 and the Board returned to regular session.

Submitted by:

\_\_\_\_\_ Date: 6/10/2025  
Ron Eberlein, Vice President

Approved by:

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

**Lower Umpqua Library District**  
**Board of Directors Regular Session Minutes (conclusion)**  
**5/13/25**  
Lower Umpqua Library and Zoom

**LULD Board Members Present:** Dale Harris, Pres. (via Zoom), Ron Eberlein, VP, Christine Thomas, Secy (via Zoom),  
Melissa Lilly.

**Staff Present:** Alex Kuestner (Library Director/District Manager)

Regular session resumed at 8:33 pm with comments from the Board members. Harris said he will attend the next two meetings by Zoom. Meeting adjourned at 8:34 pm.

Next Meeting: Tuesday, June 10th at 6:00 pm

Submitted by:

\_\_\_\_\_ Date: 5/13/2025  
Alex Kuestner, LULD Director / District Manager

Approved by:

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