

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
01/14/2025  
Lower Umpqua Library and Zoom**

**LULD Board Members Present:** Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Secy., Melissa Lilly. (Gary Goorhuis, Treas., absent due to illness.)

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

**Community Members:** Terry Moore (via Zoom). Ellie Keeland was present for Public Comments.

**1. Start Zoom.**

**2. Call to Order:** Harris called the meeting to order at 6:00 p.m.

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

**4. Public Comments:** Ellie Keeland proposed showing old silent movies at the library. Harris informed her that if she organizes a group of people who want to use the conference room for that purpose, they are welcome to talk to staff about signing up to do so. The two discussed the requirements and logistics of hosting such an event, and Jonathan Moore volunteered to help with the technical aspect.

**5. Review of the Meeting Agenda:** Eberlein made a motion to accept the agenda as written, Lilly seconded, and the motion passed 4-0.

**6. Review of previous minutes:** Harris requested that LULD staff find out Laurie's last name (under 9a in the minutes of December 5, 2024), for the sake of completeness. Thomas made a correction to 9g: "landscaping companies fo" > "landscaping companies for". Thomas moved to accept the minutes of December 5 as amended, Eberlein seconded, and the motion passed 4-0. Thomas moved to accept the Executive Session Minutes of November 12 as presented, Eberlein seconded, and the motion passed 4-0.

**7. Finances:** a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$22,626.20 (namely \$11,364.88 to Cardinal Services for payroll, \$743.25 to SDIS for health insurance, \$9,530 to Dell for computers, and \$987.63 to the City of Reedsport for roof repairs) and bills under \$500 totaling \$3,996.20, for a total amount approved of \$18,801.18. Lilly seconded, and the motion passed 4-0.

**8. Library Report:** Kuestner

- a. This month's Library statistics report included totals for 2024 vs 2023. Electronics and tool circulation increased massively in 2024, due to the addition of many new items such as hotspots, wifi extenders, and portable chargers. E-audiobooks went up at the expense of CD audiobooks. There was also a 274% increase in periodicals checkouts.
- b. Displays: LULD received a grant from the Lapidary Society for books related to geology and science, so the library is currently featuring a general science book display.

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

- a. Review: There were some complications with the review. Isler requested an increase in their fee to roughly double their original estimate of \$3,000-4,000. Isler's justification for this was that they expected to spend "little to no time" making corrections, but instead they "have done a few back and forth emails" to correct half a dozen issues (for which Kuestner and Debb Montclair had to spend time making corrections in Quickbooks).  
Kuestner spoke with Amy John of the Oregon audit division, and apparently the library can submit an "in lieu" report to satisfy the state requirements for a review (the reason for hiring Isler in the first place), which didn't require Isler's services at all, and which Kuestner is completing.  
The board agreed to make use of whatever assistance Isler has already given, but not to increase their fee to have them do additional work.
- b. Neighborhood Libraries (NLs): The remaining shelves from the Coos Bay Library donation are assembled in the meeting room, and will be used for sorting books to restock the NLs. The library has been organizing volunteers to help with this process.

- c. Grants: Within the last month, the library has received \$10,000 from the Oregon Community Foundation for funding participation in the Dolly Parton Imagination Library, \$4,500 from the Douglas County Library Foundation, \$1,000 from the Friends of the Library for renewing frequently borrowed periodicals, \$2,083 for the Ready to Read grant to fund the Summer Reading Program, and \$350 from the Gem and Lapidary Society to buy geology- and science-related books. The library will receive \$2,000 for the South Coast Early Learning grant, to fund literacy for children aged 0-5.
- d. Computers: The eight Dell computers (ordered with the C. Giles Hunt grant) have arrived. Cody Robinson (Aethelwulf Computing Services) took them and believes he can configure them in about two weeks. Staff are planning to retain one of the current staff computers and set it up as a third staff computer at the library counter, to aid in workflow when three staff are present at the counter.
- Kuestner asked the board where the library should dispose of old electronics. Thomas suggested looking into Staples as a possible place to discard them. Eberlein and Harris requested that staff compile a list (with serial numbers) of equipment to be discarded, which can then be presented to the board for approval.
- Kuesnter and the board also discussed creating an inventory of major furniture and other items in the library.
- e. Policy updates: Debb Montclair and Kuestner are adapting the state's policy guidelines for LULD's use and continuing to update existing LULD policy.
- As part of the agreement that parents/guardians sign when applying for a library card for a minor in their care, Kuestner and the board proposed adding a stipulation: "The library views selection of material by minors as a parental responsibility (it is not the responsibility of the library or its staff)".
- A discrepancy found in LULD policy was that in one place it was stated that the board should be making policy-level decisions, but in another place it was stated that staff vacations need to be approved by the President of the board. The board proposed that the policy be amended so that in the future the Director will be responsible for approving staff vacations, but the board will be responsible for approving the Director's vacations.
- Kuestner proposed (and the board agreed) amending sections in LULD policy regarding vacation benefits that refer only to "full-time" employees to refer simply to "employees", since all employees are receiving vacation benefits.
- The board decided to amend the application for being a LULD board member so that the required attendance, instead of being two meetings per month, is "one scheduled meeting, and additional meetings as needed".
- The board requested that staff compile a bundle of such policy changes to submit to the board for final approval.
- f. Reconciliations: Debb Montclair and Kuestner have been reconciling the library's bank statements. They are all caught up apart from the most recent statements and this process has been going smoothly.
- g. Director checklist:
- The most recent staff meeting was held at the end of December.
  - Employee evaluations are current; Kuestner will present Stacey Broussard's today.
  - Cardinal Services: LULD has calculated how many PTO hours staff are supposed to have, which is recorded on a spreadsheet, and will be communicated to Cardinal.
  - Two of the library's regular volunteers will be absent due to health issues, and the library is seeking additional volunteers. This has been advertised in the *North Douglas Herald*, and will be sent out through additional avenues, such as the *411*, the *South Coast Shopper*, and through local service clubs.
  - Kuestner spoke with Kim Clardy (Public Works Director with the city), who believes that the city conducts repairs on the library building as requested, but does not have a regular maintenance schedule. Eberlein noted that the city used to conduct monthly fire extinguisher inspections, and quarterly safety inspections, but these have not been conducted in a while. Kuestner will talk with the city about reinstating safety inspections.
- h. Bound copies of the *Port Umpqua Courier*: Kuestner described the space in the staff area where the volumes will be stored. Jonathan Moore talked with the seller recently, and reported to the board the dimensions of the set. Thomas made a motion to spend \$2,500 to buy the proposed historical copies (spanning 1917-1979) of the *Port Umpqua Courier* (to be funded by the Douglas County Library Foundation grant). Lilly seconded and the motion passed 4-0.
- i. For participation in the Dolly Parton Imagination Library, LULD received \$10,000 from the Oregon Community Foundation. The Reedsport Rotary Foundation agreed to be a local 501c3 partner after speaking with Goorhuis.

- j. Homelessness at the library: A longtime library patron who more latterly became homeless has mostly been polite but has increasingly attempted to pressure staff into doing things beyond their purview. Kuestner would like to establish clear guidelines for staff to fall back on when dealing with situations like this. The board agreed that this would be desirable. Harris also recommended that luggage or other such items left in the library at the end of the day should be taken to the police station as lost and found.
- k. Maps section: The library's maps have been cataloged, and are now stored between the solarium windows and the Classics section.

**10. New Business:** Kuestner

- a. Procedures for long overdue titles: Koha marks "Long Overdue (Lost)" items as no longer "Checked Out" under the patron's account, and the checkout history under the item can then (for some accounts) become anonymized, which makes it very difficult to determine who held the items. Kuestner proposed that while an item is checked out it should never be anonymized, and that there should be an established timeline for actions taken to notify a patron and attempt to retrieve the item or fine from them, after which the debt would be sent to collections. The board recommended writing up these changes as a policy, and not allowing cases of long overdue items to linger unresolved for more than three months. The board would also like to find out how much value is lost every year through long overdue items.
- b. COLA based on inflation in CPI: Kuestner presented documentation showing that LULD staff have not received a COLA to their pay since January 2023, as well as info from the US Bureau of Labor Statistics showing a 5% COLA between January 2023 and late 2024. Eberlein made a motion that LULD do a Cost of Living Adjustment, based on inflation, of 5%, effective retroactive to January 1, 2025. Thomas seconded, and the motion passed 4-0.
- c. Board elections/candidates: Goorhuis and Thomas's terms on the board are ending on June 30. Thomas announced that she will not be running for reelection to her board position. The board will reach out to search for potential candidates. The last day to file for candidacy is March 20.
- d. CD maturation: The John Warden CD held at Umpqua Bank matured on January 10. LULD has until January 20 to decide what to do about it; if no action is taken it will automatically renew. Harris proposed renewing it for six months or a year, whichever provides a better interest rate, and suggested that Kuestner talk with Umpqua Bank in order to get better interest.

Kuestner read a letter to the board requesting an increase in his salary, because he hasn't received any change in salary since starting at this position in 2022, apart from the aforementioned January 2023 COLA (and now today's January 2025 COLA). He listed various things he has accomplished since starting at LULD, and expressed his intent to accept offers for positions at other libraries if no change in his current situation is forthcoming.

**12. Comments from Board Members:** Eberlein drew attention to the SDAO conference in Bend, OR, on February 7-9.

**11. Executive Session ORS 192.660 Personnel** The board ended regular session and entered executive session at 7:45 pm (see Executive Session Minutes).

Submitted by:

Date: Feb. 7, 2025

Jonathan Moore - Lead Library Assistant

The Board returned from Executive Session to Regular session at 8:05 pm. Kuestner rejoined the meeting, and the Zoom feed was unmuted. The Board thanked Kuestner for the timely completion of Library Assistant Stacey Broussard yearly evaluation. She has been an LULD employee for 4 years and continues to show dedication to her duties with overall good performance scores. The Board noted that an additional step raise was warranted in addition to the COLA increase approved for all employees. Eberlein made a motion to increase her hourly rate by an additional \$0.80. Thomas seconded the motion. Further discussion indicated agreement, and the question was called with 4 directors present voting approval.

The Board next discussed Kuestner's interval performance and the directors acknowledged he has substantially met the guidelines set out for him in July and has many laudable accomplishments. The Directors noted that it was time to acknowledge his progress. Eberlein made a motion to increase Kuestner's salary by \$2,000/year or \$166.66 a month in addition to the COLA increase approved earlier. Thomas seconded the motion and discussion showed general approval. The vote was called and approval for the increase was unanimous, 4-0, of the directors present.

Kuestner asked about the Board's position on future COLA increases. Harris stated that the Board wished to provide appropriate yearly COLA adjustments commensurate with available funding and budgeting. He apologized that he did not make sure this occurred at the beginning of 2024 and requested that Kuestner make sure this is a January agenda item in the future. The COLA passed earlier is structured to be a combined adjustment for the current year as well as the previous year.

There were no additional comments from Board members on this or other topics.

**13. Next board meeting** will be held on Tuesday, February 11th, at 6pm.

Submitted by:

\_\_\_\_\_ Date: Jan. 14, 2025  
Dale Harris - LULD Board President

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

Approved by:

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