

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
**Tuesday, September 10, 2019**  
Lower Umpqua Library Conference Room

**LULD BOARD MEMBERS PRESENT:**

Ron Eberlein, Lee Bridge, Gary Goorhuis, Deborah Yates, Pina Simmons

**LULD STAFF PRESENT:**

Sue Cousineau, Jennifer McDuffy

**COMMUNITY MEMBERS PRESENT:**

Lisa Wenzel, Matthew Luke, Mike Green (Executech)

**1. CALL TO ORDER:**

The meeting was called to order by Ron Eberlein at 6:07 pm.

**2. CITIZEN COMMENTS:**

Lisa Wenzel commented that the library did a phenomenal job on the summer reading program, and the kids loved it.

Mike Green, from Exeutech, reminded us that their bids for IT services, would be expiring October 23, 2019 and would have to be redone after that time.

**3. REVIEW OF THE AGENDA:**

**Lee Bridge made a motion to accept the agenda as presented. Gary Goorhuis seconded. The motion passed unanimously. (5-0)**

**4. REVIEW OF THE MINUTES:**

**Gary Goorhuis made a motion to approve the August 27, 2019 LULD board meeting minutes as presented. Lee Bridge seconded and the motion passed unanimously. (5-0)**

**5. OUTSIDE PRESENTER:** None

**6. FINANCES:**

**A.** Sue Cousineau reported the checking account balance is \$40,676.51, and the money market account balance is \$90,204.44. Sue will work with the treasurer on reconciliation on future bank statements.

**B.** Sue Cousineau presented the supplemental budget for the 9/24/19 meeting.

Comspan was contacted about long distance charges on the bill. Unlimited calling was added for \$12 per month. The cost of phone/internet/wifi will increase January 1, from \$60 to \$85, as service is increasing from 110/10 to 110/25mbps. This will bring the total to \$105 per month. Sue Cousineau will budget for this next year and adjust this year's budget. She will get pricing from other providers.

Sue Cousineau contacted Douglas County District Attorney, Rick Wesenberg, upon learning that D.A.s will give advice to district boards when called upon, as per 2017 ORS 357.281.

He stated that he will give advice as much as he is qualified, if possible. Ron Eberlein and

Lee Bridge will be the main contacts for legal services. **Gary Goorhuis made a motion that Sue Cousineau be allowed to contact the attorneys in an emergency, but all other legal matters be brought before the board for approval. The motion was seconded by Lee Bridge and passed unanimously. (5-0)**

**7. UPDATES:**

**A. LIBRARY STAFF**

Shannon Arsanis gave a report on preschool storytime and her plans for the year. SCREL donated 15 additional book kits containing early literacy materials, that will be given to participants this year to add to the previous 10.

Sue Cousineau hired Jennifer McDuffy as a meeting clerk, duties to include recording meetings, taking minutes at the board meetings and typing up and presenting minutes to board members. Pay will be \$15 per hour for up to 4 hours per meeting. Sue will draw up a contract that lists pay and expectations.

After discussion it was decided that board members' e-mail addresses would be posted on the LULD website.

The Ready2Read grant has been submitted for the 2020 Summer Reading Program.

The 2019 Summer Reading Program follow up report has been submitted to the state library.

The Public Library Statistical report is in progress.

Sue Cousineau would like to waive the usage fees for schools, except for the \$50 deposit.

**Gary Goorhuis made a motion that all non-commercial schools be exempt from fees for use of the library conference room. Lee Bridge seconded the motion, and it passed unanimously. (5-0)**

Sue Cousineau would like to waive the fees and deposit for the presentations sponsored by the F.O.L. for community education. They will have a member present at all events.

**A motion was made by Gary Goorhuis to waive the deposit and fees for use of the library conference room, for the Community Partners presentations sponsored by the Friends of the Reedsport Library. Lee Bridge seconded the motion. It passed unanimously. (5-0)**

**Gary Goorhuis made a motion that all non-profits having meetings in the conference room be allowed to have a donation jar for their organization, as well as one for the library, at their presentations. The motion was seconded by Lee Bridge, and passed unanimously. (5-0)**

## **1) COLLECTION DEVELOPMENT**

Purchasing put on hold until County tax money begins to come in. Staff have less than 1/5 of recent purchases left to catalog.

## **2) TECHNOLOGY PLAN**

Sue Cousineau is working with James Freshman on disbursement of public computers and explained her plans for them.

Sue was able to get 13 Windows 10 operating systems through Tech Soup for \$117. New staff computers will have Windows 10 set up before use.

The Safety and Security Grant was discussed. Matching funds have not been set aside.

Ron Eberlein contacted the City to get a quote for installing the new cameras, and has not heard back yet. It was suggested this could be possibly funded by the C. Giles Hunt grant.

Lee Bridge would like to see a projector purchased for the conference room. He will put together a proposal for the cost.

## **8. ACTION ITEMS FOLLOW UP & REPORT**

### **A. GOLD COAST SECURITY**

Ron Eberlein contacted them to end monitoring service. A \$73 invoice came to stop service.

### **B. E-MAIL FOR BOARD AND DIRECTOR**

Discussed earlier

### **C. BUDGET COMMITTEE MEETING**

Meeting will be held on 9/24/2019 at 5:00 p.m. All budget committee members contacted.

## **9. NEW BUSINESS**

**A.** Shall the Board adopt a resolution establishing the authorization of the receipt of a \$1,000 gift for the express purpose of technology enhancements from Dr. Dale E. Harris and Dr. Michelle Petrofes and assign 2019-2020-07 as the title?

**Lee Bridge made a motion to adopt Resolution 2019-2020-07. Gary Goorhuis seconded the motion, and it passed unanimously. (5-0)**

**B.** Shall the board adopt a resolution establishing the authorization of the Library Director/District Manager to pay the bills as they come in as long as they are under \$500 and assign 2019-2020-08 as the title?

**Gary Goorhuis made a motion to adopt Resolution 2019-2020-08. The motion was seconded by Lee Bridge and passed unanimously. (5-0)**

## **10. COMMENTS FROM BOARD MEMBERS**

Deborah Yates asked how Coastline cooperative works. Sue Cousineau and Gary Goorhuis explained benefits and requirements to join, etc.

The parking lot is becoming more congested by nearby business owners and residents.

Lee Bridge will speak with City Manager, Jonathan Wright about this issue.

Lee Bridge will be researching places that will do background checks for volunteers.

## **11. NEXT MEETING:**

**Supplemental Budget Committee meeting - Tuesday, Sept. 24, 2019 at 5:00 p.m.**

**Regular LULD Board meeting - Tuesday, Sept. 24, 2019 at 6:00 p.m.**

## **12. MEETING ADJOURNMENT**

**Gary Goorhuis made a motion to adjourn the meeting. Lee Bridge seconded and the motion passed unanimously. (5-0)**

Meeting was adjourned at 8:00 p.m.

Submitted by:

\_\_\_\_\_

Jennifer McDuffy  
Meeting Clerk

Accepted as written or amended on \_\_\_\_\_

Approved by:

\_\_\_\_\_

Ron Eberlein  
President