

**Lower Umpqua Library District
Board of Directors Meeting Minutes
2/13/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Sec., and Melissa Lilly, and Gary Goorhuis, Treas.

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

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

1. Start Zoom.

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

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

4. Public Comments: None.

5. Review of the Meeting Agenda: Amendments: Eberlein added item 10c. Lilly moved to accept the agenda as amended, Thomas seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Amendments: Harris corrected Todd Smithpeter's name under 3. Thomas moved to accept the minutes of 9 Jan. 2023 as amended, Eberlein seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills, \$2721.14 under \$500, and \$12,726.75 over \$500 requiring specific board approval, namely: 567.41 for the Government Ethics Commission, \$641.85 for SDIS health insurance, \$10,990.86 for Cardinal Services, and 526.63 for Central Lincoln electricity.

The total amount approved is \$15,347.89. Lilly seconded, and the motion passed 4-0.

(Goorhuis entered the meeting.)

b. Quarterly financial report: Kuestner presented a document, showing the budgeted amount for each category, the amount spent fiscal year-to-date, the percentage of the budget spent, and the percentage spent by the end of the fiscal year if LULD continues spending at the same rate (if applicable).

Kuestner noted that LULD is close to spending all of the Payroll Liabilities/Benefits category. He is concerned that the library may exceed the amount budgeted for that line item by the end of the fiscal year due to changes in expenditures.

Harris asked Kuestner to examine the invoice from Cardinal Services since a clarification of direct employer salaries and LULD obligations (such as LULD portion of FICA) is needed. Kuestner will be attending a Public Entity Budgeting Seminar on March 6 and may want to seek additional guidance.

8. Library Report: Kuestner

- a. Library statistics report: Comparing this January to last, book circulation is up but DVD circulation is down. (Kuestner thinks this is because more DVDs were added this time last year.) Magazine circulation went down compared to last January.
- b. Displays: Several displays right now are focused on new and recently-added items: juvenile, Romance, magazines.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: Peterson's Cabinetry in Florence is building three neighborhood libraries (NLs). Jonathan Moore transported materials from Shirley Dewey's and the L.D.S. builders to Peterson's. Much of the cement has solidified, more will need to be acquired.
Planned locations: the pool at Highland Elementary, Speedy Mart in Wells Creek, Smith River Store (Lee Bridge already installed the posts), and the art school in Gardiner. (Existing NLs are in Winchester Bay and Ash Valley.)
- b. Homelessness at the library: Kuestner has noticed several homeless people hanging out at night on the porch on the West side of the building. Harris recommends that this item be removed as a routine issue and brought up if new problems arise.
- c. Pacific Northwest section: There's been positive patron feedback about the adult and juvenile PNW sections, for example there' is a family of Native American patrons who like that the library has juvenile books on local Native peoples, in particular a series of books teaching Native languages.
- d. Internships: There are two applicants for the SDAO internships. Kuestner emailed them to see if they can work in person during the summer, but they have not confirmed yet. One lives in Yoncalla. The teen internship grant that LULD received last year is up for renewal in March. There's a nonprofit organization in Eastern Oregon that wants to hire local teen interns to work at the library. Kuestner needs to determine whether they would let LULD choose who is hired for the grant position.
- e. North Douglas Herald: Kuestner showed the board an article that he wrote for the newspaper, explaining the locations and purpose of the existing neighborhood libraries and asking for suggestions regarding locations for additional NLs.
- f. Computers: Cody Robinson of Aethulwulf Computing Services proposed changes to be made to the public computers, to protect them and the data of patrons: configure them so that files are wiped every time a patron logs out, or cannot be saved to begin with, and also prevent patrons from installing software. Harris suggested that the library buy flash drives and sell them to patrons at cost, if patrons need a way to store files.
Kuestner is concerned about problems with patrons not returning hotspots, and laptops are much more expensive. Harris and Thomas suggested having patrons sign for them and submit a deposit.
- g. Interlibrary Loan:
 - i. International requests: LULD got its first international ILL request, from a library in Canada. It cost \$17 to ship, a \$2 deficit. Kuestner thinks that for international requests, LULD should charge based on the cost listed for that country on the USPS website. The board concurs.
 - ii. Relationship with Elkton High School: Kuestner wants to set up a system whereby LULD shares books with the EHS library. Their patrons could see our catalog and vice versa. He has been in communication with Nancy Soleim, the librarian at EHS, and she is interested in the idea. The board noted that EHS is outside LULD, but has students from the district enrolled.

- h. Magazines: Kuestner wants to have displays featuring cross-format (magazines, books, CDs, DVDs) materials related to a common topic. Additional magazine subscriptions have been added lately; more patrons have been using them inside the library and a wider variety of titles have been borrowed. The first issues in subscriptions are much slower to arrive than books, so the long-term effect of new subscriptions takes longer to assess.
- i. Programs: The Friends of the Library are having Community Partner Presentations. They are having a health-themed presentation, and Kuestner will give a genealogy presentation (probably in March).
- j. Retirement plan for employees: Todd Smithpeter is working on the paperwork.
- k. Drinking fountain: DK Plumbing does not want to go through the permitting process. Kuestner talked to the city, and it sounds like all they need to do is fill out a single-page form (which he has). Harris has suggested that we also talk to general contractors. Juneen Powers has contacts (the contractor working on her house) and gave suggestions for plumbers.
- l. World Languages section: Kuestner had the idea to promote Spanish and Chinese language materials with flyers at local Mexican and Chinese restaurants. (In a similar manner, the library could promote do-it-yourself type books at the local hardware store, etc.)
- m. Substitute library assistant: LULD interviewed four applicants last week, and chose Debra Bohm as our preferred candidate. Her background check came back clean this week and the library is planning to hire her. She'll be covering whenever staff are absent.

10. New Business: Kuestner

- a. Budget training conference: Kuestner will attend a budget training conference in Albany on March 6th.
- b. Grants: The check for the Douglas County Library Foundation grant will probably will soon based on when it arrived in prior years. The Gardiner Women's Literary Club will present LULD with a \$2,000 grant for collection development in person on February 21st. Kuestner is planning to apply for the C. Giles Hunt grant, which has a deadline this month. LULD can ask for general collection development or something more specific. The teen internship grant and LSTA grants are coming up; their deadlines are in March.
- c. Security camera system: The power supply for the security camera system failed, and now the security computer won't power up fully. Cody Robinson thinks it might be a specific part, which is going to acquire. Eberlein thinks the whole unit will have to be replaced. Kuestner and the board discussed having the C. Giles Hunt grant cover the replacement of the camera system and other related items.

The board observed that Robinson has been accumulating a longer and longer list of jobs that need to be done. The library needs to pursue a more consistent schedule with him.

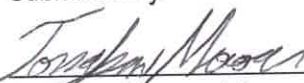
11. Comments from Board Members: Harris asked Kuestner about dates when LULD will be going through the budgeting process, and Kuestner presented the schedule from last year. Harris suggested that LULD move forward with confirming budget committee members.

Harris presented a \$100 donation from the Reedsport Stamp Club, in memory of Gavin Warren from Coos Bay.

12. Next board meeting will be held on Tuesday, March 12, at 6:00 pm.

13. Harris adjourned the meeting at 7:28 p.m.

Submitted by:


Jonathan Moore - Library Assistant

Date: Mar. 9, 2024

Accepted as written or amended on (date) _____

Approved by:

 _____

Date: March 12, 2024