

Lower Umpqua Library District
Board of Directors Meeting Minutes
8/12/2025
Lower Umpqua Library and Zoom

LULD Board Members: Four present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, and Melissa Lilly, Secretary. Dale Harris was absent.

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

Community Members: Terry Moore.

1. Start Zoom.

2. Call to Order: Ron Eberlein called the meeting to order at 6:05 p.m.

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

4. Public Comments: Terry Moore thanked the former board member, Christine Thomas, for assisting the board members with issues regarding employee benefits.

5. Review of the Meeting Agenda: Goorhuis moved to accept the agenda as amended, Bridge seconded, and the motion passed 4-0.

6. Review of the minutes for July 08, 2025: Bridge moved to accept the minutes as presented, Lilly seconded, and the motion passed 4-0.

7. Finances: Bills were higher this month due to several annual fees.

a. Motion to Pay the Bills: Goorhuis moved to pay LULD bills as presented by Kuestner: bills over \$500 totaling \$20,790.76 (namely \$5,993.06 to Overdrive/Library2Go for eBooks/eAudiobooks annual access, \$14,035.08 to Cardinal Services for payroll, and \$762.62 to SDIS for health insurance) and bills under \$500 totaling \$5,144.98, for a total amount approved of \$26,168.07. Lilly seconded, and the motion passed 4-0.

8. Library Report: Kuestner

- a. Library statistics report: July saw the highest print item circulation (966) since before the pandemic. The number of patrons checking out items through Koha was statistically even when comparing July 2025 to the previous July. Website usage was lower; Kuestner believes that this is due to the library assistant positions that were open last July, which attracted significant website traffic. Periodicals were lower than in the last two months because the *Roseburg News-Review*, the most popular periodical in the library, has had its distribution reduced from daily to once per week. The Tools category was inflated this month due to the inclusion of the latches board in that format (an item children use to learn to use locks). A new collection format titled Educational Learning Boards has been added to Koha, which will include the latches board and other similar items.
- b. Displays: The ongoing display of Mystery & True Crime has been expanded to include Thrillers. The August Display Theme for the table near the Circulation desk is Classics. The September Display will be Banned Classics with reasons explained as to why such books were historically banned. Staff are also developing displays in the Juvenile section to promote recently added and new books.
- c. Summer Reading Program (SRP) and summer school: There has been great turnout for both of these. For the final event of the summer on August 20th there will be a Magician, Face Painting and Balloon Twisting.
- d. Janitorial service: Lia Hamilton has been providing the janitorial services and has been doing a good job so far. Kuestner and Debb Montclair created a janitorial position description. Montclair has been sourcing janitorial supplies, which show significant savings throughout the year.
- e. Dolly Parton Imagination Library (DPIL): There are 52 children signed up so far and 72 books shipped out. August books will be shipped soon. There is to be a conference held in October, which would be beneficial to attend as it will provide networking and information that may provide ideas for a more effective promotion.
- f. Games club: It has had a slow start with 9 participants at the most attended event so far. LULD has started to advertise in the *South Coast Shopper*, *Oregon News Herald*, *The 411*, and begun to promote it with the SRP and flyers around the

community. Currently, participants are using the games LULD has on hand. Incentives, such as prizes for winners, are being considered.

- g. Interlibrary Loan: There is a noticeable increase in activity of both LULD patrons and lending to other facilities.

9. Action Items Follow-up and Report: Kuestner

- a. Cardinal Services/PTO issue: Montclair, and to a lesser extent, Kuestner have gone back and forth with Cardinal, who seem to be persistently erroneous in their calculation of employee PTO hours. Due to the excessive amount of time that has been dedicated to this, the suggestion was presented that staff continue to calculate the PTO/Sick Pay hours ourselves and provide them to Cardinal.
- b. Neighborhood Libraries (NLs): The library heard a rumor that the Oregon Coast School of Art (OCSA) disassembled the NL in their possession and misplaced the parts. The library has been attempting to contact the OCSA to confirm the situation. If OCSA continues to be nonforthcoming, the board discussed other possible locations in Gardiner, such as the fire station, the post office, and possibly a church. Terry Moore offered to stop in at OCSA and chat with them regarding the situation.
- c. Grants: All the money from the Southern Coast Regional Early Learning (SCREL) grant is spent. The library hasn't heard from the C. Giles Hunt grant but is expected to this month. Kuestner located two other grants: The SDIS Safety and Security grant is a matching grant of up to \$2500.00 that could be used to upgrade our network and safety. The Oregon Heritage Grant is between \$3,000 and \$20,000 and could possibly be used to digitize or bind the newspapers, or to organize and index the archival local history documents that the library possesses.
- d. Computers and IT services: Integotec has completed the setup of most of the computers (Public 1 and 11 are still in process). They have the computers, which were replaced and are wiping their hard drives. They are expected to return within the next two weeks to complete set-up and return of equipment. The fourth Staff computer has been located in the office. This will allow for uninterrupted use by staff members when working on specific projects. The Senior Center and some individual patrons have requested discarded computers. The board recommended the Senior Center be given first priority. A suggestion was made by Bridge to research if there are any laws or legal obligations regarding donations of library computers to the general public.
- e. Updated policies/procedures: Library staff is working on a comprehensive code of conduct for library patrons. Recently, some patrons have been returning books smelling of cigarette smoke. A policy needs to be created for patrons who return items that are smoke-damaged or pet-damaged. Bridge suggested that a new policy on New Director training be drafted. It should include SDAO management, staff orientation, public meetings law, or ethics training, which is now required by various public organizations. Budget training should be included. The board approved for Bridge to draft the policy.

Now that the laptops are finally processed, the library needs a policy for how to lend them. E.g. a policy requiring patrons to submit a deposit when borrowing laptops (or similarly expensive items). Lilly and Goorhuis recommended finding out how other libraries handle this situation. Goorhuis noted that [balance between accessibility of laptops to lower-income patrons, while not wanting the library to pay too much for lost or stolen laptops.]. LULD staff updated the library card application forms to be more user-friendly and consolidated them into one form. The Interlibrary Loan form was updated with some minor changes to increase clarity.

- f. Director checklist:
- Staff meetings continue to be held the day following the board meeting.
 - Landscaping: Leo's Landscaping cleaned up the grounds. Kuestner, Montclair, and Jonathan Moore looked over the grounds, and there were some things that Leo's Landscaping missed, but nothing major.
- g. Upcoming staff evaluations: Montclair started working at the library in August 2024. Jonathan Moore started working in September 2022. Jonathan Moore began working as a library assistant and was promoted to Lead Library Assistant in August 2024.
- h. Homelessness at the library: The homeless patron who was discussed in recent board meetings died in July. At the time of his death, he had five items checked out from the library. There is a possibility that the items are located at Sugar Shack. Staff will follow up.

- i. Koha and shelving reorganization/weeding project: Hamilton is working on the reorganization project and is revising call numbers, as many biographies are being moved from the biography section to topical sections where (hopefully) patrons will be more likely to find them. This revision is improving the exposure and lending of the books. As soon as this is completed, Kuestner will move on to the Closed Stacks section for weeding. Kie Smith has been putting labels on books to identify items that belong in the Large Print and Young Adult sections.

10. New Business: Kuestner

- a. Possible partnership with schools: Sherrie Paul suggested that the Friends of the Library could pay for a staff member to do outreach activities at Highland Elementary. This is to be discussed at Friends' next quarterly meeting in September.

Stacey Broussard and Kuestner met with the administrators of Reedsport Community Charter School to discuss possible partnerships with the library, including Jerry Uhling (principal), Tara Adams (vice principal and former LULD board member), and Sheri Wall (office manager).

Hamilton worked at a table at the high school today to promote the library. She felt that there was less interest than was initially indicated. There appears to have been a miscommunication as to the requirements for volunteering at the library. This has been cleared up and will promote more participation. There is also interest in students being able to return library books to the school and for LULD staff to pick them up. There is also a possibility that nonschool affiliated LULD patrons would be allowed to borrow from the school library by placing holds on books and picking them up at LULD. There would need to be a policy on financial responsibility for lost or damaged materials and an intergovernmental agreement created and authorization from the superintendent of Reedsport School District.

The school administrators explained that students who might be interested in the library hang out in the school library during the 12:00-1:00 lunch period, and suggested that the library send staff at that time to promote LULD services to students.

11. Comments from Board Members: Goorhuis suggested there be a way for patrons to leave suggestions for books to be stocked at the neighborhood libraries. Staff will attempt to recruit patrons who live around the neighborhood libraries to stock them as volunteers or to at least take photos of the libraries to let LULD know what needs to be restocked. Bridge is to bring in 12 pairs of reading glasses, which can be lent to the patrons. If there is no interest, they will be donated to a thrift store.

12. Next board meeting will be held on Tuesday, September 09th, at 6:00 pm.

13. Meeting Adjournment: Eberlein adjourned the meeting at 7:11 pm.

Submitted by:

Jonathan Moore - Lead Library Assistant

Date: Aug. 13, 2025

Accepted as written or amended on (date) _____

Approved by:

Date: _____