

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
12/05/2024  
Lower Umpqua Library and Zoom**

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

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

**Community Members:** Terry Moore (via Zoom).

**1. Start Zoom.**

**2. Call to Order:** Harris called the meeting to order at 6:01 p.m.

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

**4. Public Comments:** None.

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

**6. Review of the previous meeting's minutes:** Eberlein moved to accept the minutes of November 12 as presented, Thomas seconded, and the motion passed 5-0.

**7. Finances:** a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$14,804.98 (namely \$703.00 to SDIS for health insurance, \$999.00 to Intuit for QuickBooks annual subscription, \$1795.00 to B&B Janitorial for carpet cleaning, and \$11,307.98 to Cardinal Services for payroll) and bills under \$500 totaling \$3,996.20, for a total amount approved of \$18,801.18. Goorhuis seconded, and the motion passed 5-0.

**8. Library Report:** Kuestner

- a. Library statistics report: The library is now tracking statistics for items used in the library, which increased the recorded periodicals usage by about 45%. Kuestner catalogued the library's collection of paper maps.
- b. Displays: The art book display was put up in the middle of last month. Staff are planning to change it to a winter display towards the middle of this month.

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

- a. Kaylee Chrystal and Laurie McNichols gave a presentation on the Dolly Parton Imagination Library (at start of meeting), describing the program and the part LULD could play as a local program partner. (See also 9c, paragraph 2.)
- b. Neighborhood Libraries (NLs): The Highland Pool NL is very popular. Staff have partially restocked it once, and need to do so again. It seems that patrons don't return books there as quickly as at other NLs. One patron brought in a South Park DVD and complained that her child had picked it up at the Highland Pool. The board agreed that the library should avoid placing R-rated movies in NLs, but ultimately cannot be responsible for all items held in NLs, since members of the public can also put in items.

The North Douglas Herald is willing to drop off their paper at all NLs. The Oregon Coast School of Art has not committed to a timeline for installing the sixth NL.

Library staff will assemble the remaining shelves (from the Coos Bay library) in the conference room, for storing books before they are taken to restock NLs.

- c. Grants: Debb Montclair and Stacey Broussard submitted a proposal letter for the LSTA networking grant. If LSTA approves of the general topic, then LULD will be able to submit the full grant application in February. Kuestner applied for the DCLF grant, which the library should receive approximately in January.

Oregon Community Foundation would be willing to donate \$8,134 to cover Dolly Parton Imagination Library participation for five years. Eberlein moved to accept the offer and direct Kuestner to find a 501c3 partner, in addition to involving the Friends of the Library. Thomas seconded, and the motion passed 5-0.

Kuestner submitted final reports for the Dorothy Louise Kyler children's grant and Broussard submitted the final report for the Summer Reading Program grant.

Upcoming grants that LULD plans to apply for: Penguin Random House has a grant due in February, specifically for rural and small libraries, which would amount to \$500-1,000 for buying books. The LSTA grant was already discussed at 9c, paragraph 1. Better World Books has a literacy grant due in January. South Coast Early Literacy has a literacy grant due in late December.

- d. Computers: Kuestner presented quotes for computers from Cody Robinson (Aethulwulf Computing Services) for three i7 and five i5 computers. Thomas made a motion to accept the proposed bid for the purchase of computers, funded by the C. Giles Hunt grant up to \$10,000. Goorhuis seconded, and the motion passed 5-0.
- e. Maintenance issues: The chainsaw carving on the West side of the library fell over and damaged the building. The board approved discarding it (or repairing it, if salvageable) and notifying the city of the damage to the building.  
The city replaced some of the light bulbs in the library and fixed the sink in the women's restroom. John (maintenance worker) said that they will fix the other lights as well and fix the handicap button in the foyer.
- f. Statistics for items used in library: Kuestner created a staff library card called Statistical Staff. Any items used by patrons in the library can be checked out on that card and then checked back in, which will record such usage in the statistics total for the month.
- g. Director checklist: - The December staff meeting will be held after the holidays.
  - Broussard's evaluation will be held before the January board meeting (for her 4th anniversary at LULD).
  - LULD staff created a spreadsheet to calculate their accumulated PTO hours. For staff that have hours currently exceeding the limit: Kuestner will carry over excess hours until he can reduce his total by taking vacations. Jonathan Moore will claim previous unpaid vacations as current PTO, which will be enough to bring him under the limit. Broussard will receive back hours paid out directly, enough to bring her under the limit. Harris noted that Broussard has been a long-time employee and frequently filled in when the library was short-staffed. He also emphasized that in the future staff should use their PTO hours and not expect accommodations for exceeding the limit (unless forced to by staff shortages, etc.).
  - LULD board minutes are up on the website through October, November's will be posted once approved.
  - All staffing position have been filled and new staff are being trained.
  - A patron is interested in starting a chess club at the library.
  - More volunteers have joined, but the library is still looking for more.
  - Grounds maintenance: Kuestner and Montclair have been reaching out to landscaping companies for quotes. Volunteers have helped with weeding, and LULD also paid Kaedee Doyle for four hours of weeding.
- h. Kuestner and Debb Montclair have found a space to store bound copies of the Port Umpqua Courier. Harris suggested finding out the exact dimensions of the set before pursuing further.

**10. New Business:** Kuestner

- a. Reconciliation and minutes ideas: Kuestner suggested doing account reconciliations monthly as bank statements arrive, instead of waiting and doing more at once. Montclair has a background in accounting and offered to complete them with Kuestner. The board approve of this, as long as Kuestner reports the results to them afterward.

Kuestner suggested hiring someone to take meeting minutes since it's been taking a long time to finish them, but the board preferred continuing with the current arrangement.

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

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

**14. Meeting adjournment:**

Submitted by:

\_\_\_\_\_ Date: Dec. 12, 2024  
Jonathan Moore - Lead Library Assistant

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

Approved by:

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