

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, June 8, 2021
Lower Umpqua Library

LULD Board Members Present via Zoom:

Ron Eberlein (in the library), Tara Adams, Lee Bridge, and Gary Goorhuis.

Community Members via Zoom:

Colleen Eberlein

Terry Moore

Dano Dunn (in the library)

Dr. Dale Harris (in the library)

Christine Thomas

Staff Present:

Sue Cousineau

Elba England via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:02 pm.

Pledge of Allegiance-Ron Eberlein led the pledge.

Public Comments-none

Review of the Meeting Agenda: Sue Cousineau said that Lee Bridge asked to add Employee Pay Matrix to the agenda. She wanted to add Access to Library Resources and Services for Minors to the agenda. **Motion** made by Gary Goorhuis to accept the agenda with the additions of Employee Pay Matrix and Access to Library Resources and Services for Minors. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the motion.)

Review of the Minutes of May 11, 2021: Ron Eberlein asked that an additional comment be made in regards to Marty Zdunich's absence. Add "because he resigned on May 4, 2021".

Motion made by Lee Bridge to accept the minutes of May 11, 2021 with the addition. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)

Fiscal Year 2021-2022 Budget:

- a. **Public Hearing**-Sue Cousineau presented the budget documents LB-20, LB-30 pages one and two, LB-11 John Warden Reserve Fund and Roof Replacement Reserve Fund that had been approved by the Budget Committee on April 20, 2021. The committee made no changes to the proposed budget. Sue Cousineau made the recommendation to approve Resolution 2021-2022-17 adopting the budget, making appropriations, imposing and categorizing the tax of \$0.39 per \$1,000 for fiscal year 2021-2022. The resolution was prepared to reflect the budget as approved by the Budget Committee and per

Oregon Budget Law. The Board has the authority to adjust the Resources and Expenditures after the Budget Committee has approved the budget and before July 1, 2021. There are limitations to the adjustments set by Budget Law.

- Ron Eberlein opened the Public Hearing of the 2021-2022 budget hearing for Lower Umpqua Library District. He asked if any Board member wished to declare a conflict of interest. None heard. He asked if there is testimony in opposition to the proposed Library budget. None heard. The portion of the hearing to testify in opposition is closed. He asked if there is testimony in favor of the proposed Library budget. None heard. The portion of the hearing to testify in favor is closed. He asked if there were any questions, comments, or statements. None heard. He declared the Public Hearing closed.
- Sue Cousineau asked if there is any discussion or deliberation by the Board members. None heard.
- b. **Adopt the 2021-2022 Fiscal Year budget-Motion** made by Gary Goorhuis to adopt the 2021-2022 fiscal year budget as presented and approved by the Lower Umpqua Library District Budget Committee. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)
- c. **Adopt Resolution 2021-2022-17-Motion** made by Gary Goorhuis to adopt Resolution 2021-2022-17 adopting the budget in the amount of \$538,204 making appropriations, imposing and categorizing the tax of \$ 0.39 per \$1,000 for fiscal year 2021-2022. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)
- **Adopt Resolution 2021-2022-18-Motion** made by Gary Goorhuis to adopt Resolution 2021-2022-18 to transfer \$5,000 from the General Fund into the Roof Replacement Reserve Fund in July of 2021. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)

Finances:

- Sue Cousineau presented the Actual vs Budget report for July 2020-June 2021 and asked if there were any questions.
- a. **Motion to pay the bills.** Sue Cousineau presented 18 checks for \$13,213.55 for May 12th to June 3rd. **Motion** made by Gary Goorhuis to pay the bills in the amount of \$13,213.55. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Goorhuis, and Adams voted in favor of the motion.)
- Checking account balance is \$157,360.12 as of June 3rd. Money Market account has approximately \$90,400.00, savings account for the roof has a balance of \$5,000.00, and the CD has approximately \$45,480.00.
- The CD is up for renewal on June 15th. Sue Cousineau asked if she could make the decision as to how long the CD should be set up for renewal. The Board members all agreed that she can make that decision.

Library Report

- The new hours of the library have been fantastic and everyone is appreciative.
- Sue Cousineau attended some SDAO webinars, Claims 101 and Employee Leave. She found them interesting.
- Sue Cousineau attended the State and Local Recovery Funds webinar which turned out not to be about libraries.
- None of the Federal money that came to the state was set aside for Special Districts,

however there is money for the State Library. Sue Cousineau will apply for an ARPA (American Rescue Plan Act) grant for 8 more hot spots and to cover the costs of 7 little libraries. It is a one year grant that starts August 31st.

- Two teens have picked up volunteer applications. Sue Cousineau is excited that they are interested in being a part of the library.
- The Summer Reading program will start in a week. There are 20 Take and Make kits that will be handed out each week. For preschool and elementary children there will be prizes given for reading 1, 3, and 5 hours. Teens will receive prizes after reading for 3 hours. There are also big raffle prizes.
- Friends of the Library will have a book sale on Saturday June 19th from noon to 3:00pm in the parking lot, weather permitting. This will be taking place during the Chamber's Chainsaw Carving Contest. Lee Bridge said that the break in the curb should get fixed before then to prevent any falls. Sue Cousineau will contact the City and Lee Bridge will stop by City Hall to talk to them, as well. Lee Bridge will share pictures with the City Manager and the Maintenance Supervisor.
- Sue Cousineau presented the statistics for May. There are 15,288 holdings, 15,107 website visits, computer use has gone up some possibly due to being open more hours, the number of checkouts was down, ebook and audiobook checkouts went up. Four more virtual programs were added. There have been 123 views of these virtual programs. Sue Cousineau thanked Tara Adams for doing one of the virtual programs. Geocache has been added to the statistics report. Sue Cousineau asked Tara Adams to talk about it. Tara Adams stated that there have been 14 digital logs into the Geocache. The comments left stated that they loved it. It is a good way to advertise the library. There have been 22 new patrons signed up in May. There has been a high school student who needed some community service hours so he has been volunteering at the library to meet that requirement. Sue Cousineau gratefully appreciates all that he has done.

Action Items Follow Up and Report

- a. **Exposure Control Plan**-Sue Cousineau met with Sargent Beck of the Reedsport Police Department. He showed what each police car has for bloodborne pathogen issues. Sargent Beck advised that there is no need for a policy or incident report form and recommended that she contact OHSA. Sue Cousineau contacted OHSA and it was confirmed that there is no need for a policy or incident report. She also said that there is not a need for an AED in the library. Discussion. The Board members agree that there is no need for a policy and incident reports for this exposure. The police department is close at hand to handle these incidents.
- b. **Little Libraries**-Lee Bridge is not able, at this time, to create a little library yet. He has refined the design to make it in two segments. He will put together a list of materials needed and the cost of each item so that others may be built in the future. Discussion. The funds for the first little library will come from the Foundation grant and the rest will be funded through the ARPA grant.
- c. **Employee Handbook**-Sue Cousineau has started on this.
- d. **Staff Evaluation**-Sue Cousineau presented an employee evaluation form to go with the Performance Evaluation Process policy. **Motion** made by Gary Goorhuis to adapt P-006B as the form for the Employee Evaluation. Lee Bridge this form applies to all staff except for the Manager/Director. Seconded by Tara Adams. Unanimous approval.

(Adams, Eberlein, Bridge, and Goorhuis voted in favor of the motion.)

- e. **Board Member Vacancy**-Ron Eberlein said that Marty Zdunich resigned from the Board on May 4th so position number 5 is vacant. It is a 2 year term. Dano Dunn and Dr. Dale Harris are interested in the position. Each gave a short talk as to why they wanted to be on the Board. Lee Bridge **nominated** Dr. Dale Harris to fill position 5. Seconded by Gary Goorhuis. Nomination passed unanimously. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the nomination.) Sue Cousineau thanked Dano Dunn for his interest in the position and the volunteer work that he is currently doing. Discussion. Dr. Dale Harris was sworn in. Ron Eberlein will inform the Douglas County Clerk of the change.

The meeting went into a recess at 7:05pm for an Executive Session.
The regular Board meeting reconvened at 7:18pm.

During the Executive Session the evaluation of Sue Cousineau's performance as Director/District Manager was discussed. The Board would like to give a 5% pay increase based on her evaluation. **Motion** made by Gary Goorhuis to increase Sue Cousineau's salary by 5% based on her Performance Evaluation as Director/District Manager. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Harris, Bridge, Adams, and Goorhuis voted in favor of the motion.) Sue Cousineau asked to confirm the start date of the increase to be July 1st. It was confirmed.

Action Items Follow Up and Report continued

- f. **Cybersecurity**-Sue Cousineau stated that this has not been started yet.
- g. **COVID-19 Vaccination Policy**-Sue Cousineau recommended that this policy be put on hold until there are more guidelines in respect to mandatory requirements. Discussion.

New Business

- a. **Employee Pay Matrix**-Lee Bridge would like to see employees receive pay increases based on length of service, as well as performance evaluations. It's important to retain good employees and reward them for their loyalty. He presented an example of a possible structure to use. Discussion. Sue Cousineau will email the example to all Board members. To be discussed further.
- b. **Access to Library Resources and Services for Minors**-Sue Cousineau presented the policy *Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights*. She would like to propose this policy. It has been adopted by ALA (American Library Association). This policy needs to be on the website. Policy number A-024. **Motion** made by Lee Bridge to accept the policy as written. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Harris, Bridge, Adams, and Goorhuis voted in favor of the motion.)

Comments from Board Members-

- Gary Goorhuis said that he is glad to have Dale Harris on the Board.
- Dale Harris asked when the Board could meet in person. Could that possibly be in July? Discussion. The meeting will be in person at the library in July.
- Sue Cousineau mentioned that she will be on vacation in September when the Board meeting is scheduled. She wanted to know if it should be skipped or if there is another

date that it could be held. Discussion. The September meeting will be held the 3rd Monday of the month.

Next meeting: Tuesday, July 13, 2021 at 6:00 pm.

Meeting Adjournment: Motion made by Dale Harris to adjourn the meeting. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Harris, and Goorhuis voted in favor of the motion.) Meeting ended at 7:45pm.

Submitted by:

Elba England
Meeting Clerk

Date: 6/23/2021

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____