

Lower Umpqua Library District
Board of Directors Meeting Minutes
12/12/2023
Lower Umpqua Library and Zoom

LULD Board Members Present: Ron Eberlein, VP, Dale Harris, Pres. (via Zoom), Gary Goorhuis, Treas., Christine Thomas, Sec.

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

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

1. Start Zoom

2. Call to Order: Eberlein called the meeting to order at 6:04 p.m.

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

4. Public Comments: There were no public comments.

5. Review of the Meeting Agenda: Amendments: Kuestner's had three items to add: 10c. Handicap button, 10d. One of the grants, 10e. City council position. Thomas moved to accept the agenda as amended, Goorhuis seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Thomas moved that we accept the minutes as presented, Goorhuis seconded, and the motion passed 4-0

7. Finances: Kuestner

- a. Motion to Pay the Bills: Thomas moved that we pay our bills: bills of more than \$500 totalling \$13,039.45, bills of less than \$500 totalling \$2,418.37, for an overall total of \$15,457.82. Goorhuis seconded, and the motion passed 4-0.

8. Library Report: Kuestner

- a. Library statistics report: Books checkouts went up almost 22%, compared to this month last year. Similarly, ebooks went up over 50%. Overall checkouts were up, but by a smaller margin since renewals and honor system checkouts were slightly down.
- b. Displays: The owner of a local coin store brought coins to show in the large display case in the west entrance. Thus far he has occupied half the display with coins, so the Friends filled the rest with a holiday display. Our three current book displays feature Romance, Genealogy, and Historical Fiction.

8. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: Peter Dyball signed the form. The next time Stephen Corbett visits the library we can ask him about installing the library in Ash Valley. The Friends are willing to pay up to \$500 to have a Neighborhood Library built. Petersen's in Florence said they would build one for \$300, as long as we handle transport to and from their shop. As a location for the next NL, Lee Bridge got permission from Smith River Store to place one there, and we have a patron who offered a place in Scottsburg.
- b. Trespass Issues: The trespass patron for the patron that had been trespassed in Dec. 2022 has expired. We haven't seen him, but he is allowed to enter the library now.

- c. Pacific Northwest section: We created a list of children's books that should be in the PNW section. A volunteer has begun to label these books and place them in the appropriate section.
- d. Internships: We haven't received any applicants for the college-level SDAO internship. Kuestner contacted SOCC and the branch of LCC in Florence about posting the position. SOCC agreed; LCC wasn't sure if they could. *The North Douglas Herald* advertised the position.
- e. The North Douglas Herald is a paper out of Drain that covers northern Douglas and southern Lane counties. They made us a local drop-off spot. Kuestner wrote an article for the paper, giving an overview of new materials being added to LULD's collection, which they published.
- f. Feedback and ideas about website: A patron complained about information regarding upcoming events not being available where she looked on the website. Kuestner has several ideas to improve this. In the library we consider Programs and Special Events to be two different things, but that might be confusing for patrons, so Kuestner folded the Special Events tab into Programs. He also wants to have an archive for past events. To help with improving the website and other projects, we might want to set aside time for individual staff members to work uninterrupted, either in the meeting room or by "closing" one of the counter stations.
- g. Interlibrary Loan: So far all our ILL requests from other libraries have been from outside Oregon, which is surprising since we charge more for that. Kuestner advertised ILL in the *Herald*.
- h. Library IQ: The quote for their service was \$5,000/year, which is too expensive for us.
- i. Programs: Kuestner hasn't been working on the orienteering program as much, but he's planning to start that in the spring when the rains have subsided. Genealogy software and most of the ordered genealogy books are now available for borrowing, and Kuestner will create a Powerpoint presentation about genealogical research and deliver it as a Community Partners Presentation.
- j. Retirement plan for director: Harris: Todd Smith Peter, a financial advisor, will attend the next board meeting to answer any questions. We can't start a plan between Oct. 1 and Jan. 1. All our employees qualify for the retirement plan, so we couldn't have one that was only for the director. The plan is that LULD will contribute up to 3% of salary, *if* the employee matches that. Harris made a motion to authorize the district to pay Kuestner \$1,135.00 in lieu of having a qualified retirement plan in place (an amount equal to 3% of his salary from May through Dec., the time that he qualified to be in a retirement plan). Thomas seconded, and the motion passed 4-0.
- k. Drinking fountain: DK Plumbing is still in the process of obtaining permits from the city. Kuestner talked to the city about it, but they said the person who handles that is out of town, so Kuestner emailed them.
- l. Other languages section: We've created a section, which we are now calling World Languages, for materials in languages other than English, in the Adult and YA demographics (Juvenile materials in other languages have their own shelving location).
- m. Substitute library assistant: We've received two more applications with better qualifications than the previous one. Kuestner advertised the position in *The North Douglas Herald*.

10. New Business: Kuestner

- a. New shelving ideas: Jonathan Moore had an idea to add another DVD rack, within LULD's current DVD section. Kuestner measured the space and this would still allow ADA required space for wheelchairs to navigate between the shelves. The Friends said they would pay up to \$1,000 for another DVD rack (the ones we have are sold to stores as "grid gondolas").

We're considering acquiring new, low bookcases to fit behind the first row of public computers. We have various ideas for what to shelve in this location: YA graphic novels, anime, and video games;

audiobooks; etc. Kuestner hasn't been able to find affordable shelves online that would fit the space. If having a local cabinet shop build the neighborhood libraries works out, Kuestner will explore having them build shelving for us. (Harris exited the meeting.)

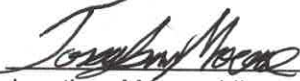
- b. New rules for reviews/audits: Cody from Isler sent an email. We can choose between doing a review (as we've done in the past) or audit (the latter being more involved), as well as whether to have an agency conduct it or do it ourselves. Thomas thinks having an agency conduct a review/audit would save us work, and also demonstrate more trustworthiness and transparency.
- c. The outermost Handicap button has stopped working several times recently. Kuestner submitted reports to the city, and they've sent someone over to fix it several times, but soon after each repair the button continues to malfunction.
- d. Grants: We just heard today that LULD received the Dorothy Louise Kyler grant for \$2,500.00.
- e. Kuestner is considering applying for the open city council position.

11. Comments from Board Members: Goorhuis expressed appreciation for how well Kuestner continues to do, as well as the rest of the staff.

12. Next board meeting will be held on Tuesday, January 9, at 6:00 pm.

13. The meeting adjourned at 7:13 p.m.


Submitted by:



Jonathan Moore - Library Assistant

Date: 3 Jan. 2024

Accepted as written or amended on (date)

January 9, 2024 

Approved by:



Date: 1-9-24