

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
7/11/2023  
Lower Umpqua Library and Zoom**

**LULD Board Members Present:** Dale Harris, Ron Eberlein, Gary Goorhuis, and Melissa Lilly. (Board member absent: Christine Thomas.)

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

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

**Called to Order:** Harris called the meeting to order at 6:03 pm.

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

**Swearing-in new board members:** Melissa Lilly and Ron Eberlein were sworn in as board members to replace the outgoing board members Tara Adams and Lee Bridge.

**Public Comments:** Terry Moore welcomed Melissa Lilly, thanked her for her time, welcomed back Ron Eberlein, and expressed appreciation for his history helping the district. She expressed appreciation that a login button is now on the front page of the library's website.

**Review of the Meeting Agenda:** Goorhuis moved to accept the agenda, with the addition of 10c, "Overdrive". Thomas seconded, and the motion passed 4-0.

**Review of the previous meeting's minutes:** Eberlein moved that we accept both the regular minutes and the executive minutes of June 13. The motion passed 3-0 (Goorhuis abstained).

**Finances: Motion to Pay the Bills:** The bills were presented with expenditures of \$23,300.84. There were four payments that exceeded \$500.00:

- 1.) \$1,431.60 for credit card charges
- 2.) \$1,450.38 to Douglas County for election expense
- 3.) \$641.85 for Director health insurance
- 4.) \$1,571.44 for OCLC (interlibrary loans), a one-time yearly fee

Board members reviewed the credit card charges and there were no additional questions.

Goorhuis made a motion to authorize payment of obligations in the amount noted above, including \$16,779.07 for the four requiring specific board acknowledgement. Eberlein provided the second; Harris raised the point that the Board may wish to increase the threshold (to a higher discretionary payment) to avoid needing to approve monthly health insurance for the director and to acknowledge the effects of inflation. The question was called and the motion passed 4-0.

Kuestner presented a document showing how much money is remaining in each budget category. The board requested that he present such once per quarter (the next time would be October).

### **Library Report: Kuestner**

- a. Library statistics report: May DVD checkouts were the lowest of the past few months but still higher than May 2022. Wi-Fi hotspots: two are currently out of commission (one long overdue and one damaged). Kuestner has been looking into buying more hotspots with the LSTA grant LULD received. So far, other providers have been more expensive or unresponsive, so LULD may ultimately purchase additional T-Mobile devices.
- b. Display tables: PNW display is now facing the back, while the new display is for summer activities.

### **Action Items Follow-up and Report: Kuestner**

- a. Neighborhood Libraries: The LDS church took shelf boards for the two libraries they are building. The pastor at the Church of God again expressed interest in building one. Harris is hoping that we can get all the supplies out of Shirley's garage and in the hands of builders by the end of August. A patron who lives in Scottsburg offered her land as a location for a neighborhood library. Peter Dyball has not yet returned the agreement to host a library on his property in Ash Valley.

In summary, the seven proposed neighborhood library modules include:

- A module is fully operational in Winchester Bay.
- A module was constructed in Ash Valley but does not have written approval to be placed on site.
- Two modules are under construction by the LDS
- Former LULD board member, Lee Bridge, said he will build an additional module.
- The Church of God will purportedly construct a module but have yet to retrieve the materials.

The locations for the six presently nonfunctional neighborhood library modules will include:

- Ash Valley
  - Scottsburg
  - Smith River (probably near Smith River store)
  - Gardiner (location TBD)
  - Uptown Reedsport (location TBD)
  - TBD (we are considering various outlying areas).
- b. Homelessness at the library: The trespassed patron has not bothered anyone, but he has been seen on the west steps. Harris thinks that his being there *when LULD is not open* is not a problem.
  - c. The Summer Reading Program is underway, and the Wednesday's Children's Reading Hour with Juneen Powers continues with increasing participation. Jessica Osorio (our new intern) has been supplementing the program by reading aloud in Spanish. More people have been attending as word of the SRP spreads.
  - d. Pacific Northwest section: Books are being moved into the PNW section. The adult PNW section is now quite substantial.
  - e. Internships: We interviewed ten teen applicants and hired the highest-scoring one, Jessica Osorio. She will work for ten weeks this summer. Her project involves organizing the historical library documents and making them publicly accessible, such as by scanning old board meeting minutes and making them available on the website.
  - f. Roof replacement: Pioneer's quote for replacing the flat roof was \$3,500 (almost double their previous estimate of \$1,800). Kuestner is communicating with Deanna Schafer at the city. Ron

Eberlein reminded us that Kuestner was going to ask about the potential construction of a sloped diversion roof over the flat roof.

- g. Pilcrow Foundation grant: We are choosing books (~71, \$1,200 worth) from the list that they sent us.
- h. Saturday hours: LULD has been open an additional two hours, until 4:00 pm, which patrons have appreciated. Staff is handing out bookmarks with the new hours. Goorhuis suggested asking the High School to advertise them on their reader board.
- i. Interlibrary Loan: LULD is partially set up for ILL now. We have not advertised it yet. Kuestner is going to train the staff on the procedure. Patrons may borrow from other libraries, and LULD will be able to lend as soon as we upload our catalog to the ILL system.
- j. Credit card: The Amazon credit card is available, and Kuestner has been using it to pay LULD's bills. Credit card invoices will be provided for review at the monthly board meetings.
- k. Carpet cleaning: An annual requirement per LULD policies and procedures is that the library's carpet be cleaned every year. B&B Janitorial is scheduled to do it on Monday, July 31st at 8am. The plan is to move the furniture off the carpet on Saturday, July 29th and replace it starting at 8am on Tuesday August 1st. The Friends of the Library were contacted so that volunteers can help move the furniture.
- l. Pedometers and other walking equipment: OHSU's Walking Study could not proceed, however, LULD was able to retain \$5,000.00 in grant funds. Board input is to use some of this money to promote exercise, such as walking and hiking. Kuestner described a type of orienteering course called a street scramble, which he wants to organize to promote walking and hiking to points of interest in the district, in addition to a simpler walking program. Equipment could be offered as prizes, for checkout, or both.
- m. Retirement program: Kuestner is researching retirement programs, and one that sounds good is Oregon Public Employment Retirement System (PERS). (The previous director, Sue Cousineau, had the Oregon Savings Growth Plan.) Kuestner will talk with SDAO and find out which plan we qualify for.

#### **New Business:** Kuestner

- a. DVD bequest: Patron Jay Reed died and bequeathed 500 DVDs to the library. These items will be gradually added to the library collection.
- b. Programs – Bees and Dogs: The animal shelter is doing a presentation for the Summer Reading Program, and Kuestner asked whether it is acceptable for them to bring one or two trained dogs into the library. Harris and the board agreed this was okay.
- c. Overdrive: We budgeted for \$5,000, but the annual subscription fee for Overdrive/Library2Go increased to \$5,100.06. This is the service that provides LULD with access to eBooks and eAudiobooks. Goorhuis moved that we take the adjustment for Overdrive fees from the technology fund. Ron Eberlein seconded, and the motion passed 4-0.

#### **Comments from Board Members:**

Election of Officers: Goorhuis nominated Harris as President, Ron Eberlein as Vice President, and Christine Thomas as Secretary. Harris nominated Goorhuis as Treasurer. Lilly seconded, and the entire slate passed 4-0.

The board members need to go to sign the signature card and get the authority to sign checks. Kuestner needs to make sure the new board members have access to their email accounts. Board member terms last for four years.

**Next board meeting** will be held on Tuesday, August 8<sup>th</sup> at 6:00 pm.

The meeting adjourned at 7:40pm.

Submitted by:

\_\_\_\_\_ Date: 7/14/2023  
Jonathan Moore - Library Assistant

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

Approved by:

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