

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, April 14, 2020
Lower Umpqua Library Conference Room

LULD Board Members Present:

Ron Eberlein, Gary Goorhuis, and Marty Zdunich. Lee Bridge and Pina Simmons joined via speaker phones.

Community Members via Zoom:

Sandra Donnelly
Colleen Eberlein

Staff Present:

Sue Cousineau
Elba England

Called to Order:

Ron Eberlein called the meeting to order at 6:01 pm.

Review of the Agenda: Motion made by Gary Goorhuis to accept the agenda with the addition of “expanding WiFi” as new business. Seconded by Marty Zdunich. Unanimous approval.

Review of the Minutes for January 14, 2020: Motion made by Marty Zdunich to approve the January 14, 2020 minutes as presented. Seconded by Gary Goorhuis. Unanimous approval.

Review of the Minutes for March 10, 2020: Motion made by Gary Goorhuis. Seconded by Lee Bridge. Unanimous approval.

Review of the Minutes for March 17, 2020 Emergency Board meeting: Motion made by Marty Zdunich. Seconded by Gary Goorhuis. Unanimous approval.

Finances:

a.) **Library Director’s Report-**Sue Cousineau reported the Public Funds CD has been reconciled with Ron Eberlein in February and that she and Gary Goorhuis reconciled the checking account and the money market account on March 11th.

Motion to pay the bills. Sue Cousineau presented bills to pay. **Motion** made by Gary Goorhuis to pay the bills to Ingram for \$1,518.25 for collection development, Dell for \$889.00 for an All-in-One computer for library cataloging, and B&H Photo for \$2,510.70 for audio/visual equipment. Seconded by Marty Zdunich. Unanimous approval.

Sue Cousineau presented the Account Quick Report for approval to pay bills in the amount of \$19,670.51. **Motion** made by Gary Goorhuis to pay the bills on the Account Quick Report. Seconded by Marty Zdunich. Unanimous approval.

Sue Cousineau presented Resolution No. 2020-2021-11. April 14, 2020, Resolution Adopting Appropriation Transfers, Lower Umpqua Library District. A resolution establishing the authorization to make two appropriation transfers due to lack of funds.

- 1) Transfer \$900.00 out of Contingency, line item 29 on page 2 of the Requirements Summary (LB-30) to Custodial Contract/Supplies/Carpet Cleaning, line item 20 on page 1 of the Requirements Summary (LB-30). Custodial supplies a lot more expensive than forecasted.

- 2) Transfer \$648.00 out of Contingency, line item 29 on page 2 of the Requirements Summary (LB-30) to Contracted Services, line item 18 on page 1 of the Requirements Summary (LB-30), Increased Meeting Clerk expenses.

Discussion as to what the increase in custodial is specifically. The City had not previously been billing for this and is now. **Motion** made by Marty Zdunich to approve and adopt Resolution No. 2020-2021-11 of April 14, 2020 for paying the bills. Seconded by Gary Goorhuis. Unanimous approval. Sue Cousineau stated that she has reviewed the budget vs actual and this should be the last resolution needed for the year.

Sue Cousineau sent out the Actual vs Budget reports of 7/1/19 through 4/10/20. No questions from the Board.

Citizen Comments: Sandra Donnelly congratulated the Board for their forward thinking and fast action dealing with this situation at hand by closing the library. Referring to COVID-19.

Updates:

Sue Cousineau talked about how important Zoom meetings are during this time. She requested to pay for Zoom through TechSoup for \$65 for a year. Discussion. **Motion** made by Marty Zdunich to pay TechSoup for Zoom Pro Plan Bundle for \$65. Seconded by Gary Goorhuis. Unanimous approval.

Sue Cousineau printed the stationery that she created for the library. She will be using this after the library is reopened for letters to customers who have lost items. There are three options offered to resolve the matter.

Update on Bywater Koha-should be live in the next two weeks. Discussion. Staff is still working and has been using some of the time for training.

Action Items Follow Up and Report

a.) Budget Cycle-Sue Cousineau has sent out six requests to CPA firms to do a review of the library's financial records. Only one has responded. The response is a "no". She is looking for recommendations. Sue Cousineau will look at the Secretary of State Audit Department's list for more CPA's to send letters to.

Budget Committee members from last year were contacted by Sue Cousineau. **Motion** made by Gary Goorhuis to accept Elizabeth L. Wenzel, Jason B. Hausmann, and Charmaine Vitek as budget committee members for three year terms. Seconded by Marty Zdunich. Unanimous approval. Terry K. Moore and Rodney Moore will also continue to serve their terms. The budget committee meetings will be done via Zoom since there will be more than 10 people in attendance.

b.) Douglas County Library Foundation grant for A/V-equipment will be received in May.

c.) 100th Anniversary Reedsport library-has been postponed until further notice.

d.) Using the "Official" LULD email system-Lee Bridge pointed out that the email system was established so that there is only one record source. Board members are strongly encouraged to use this system when communicating rather than their personal emails. Sue Cousineau asked that Board members check their emails twice a week through May due to large expenses coming up. Pina Simmons and Gary Goorhuis need assistance with their LULD email setup.

New Business:

a.) I.T. Service Agreement-For almost two years, LULD has paid for I.T. service provided by James Freeman at an hourly rate. He has also donated many hours of his time. At this time, James would like a contract with the library. The flat monthly rate will be \$300. (Special projects would be charged at an hourly rate.) Discussion. **Motion** made by Marty Zdunich to have the District's attorney review the contract for I.T.

services before signing it. Seconded by Gary Goorhuis. Unanimous approval. Lee Bridge will contact the attorney.

b.) Expand WiFi-Marty Zdunich proposed that since the medical clinics will be closed and TeleMedicine will be used for patient appointments and many community members do not have access to WiFi that the library could provide WiFi for their use. The community will be able to use it outside of the library. Discussion. **Motion** made by Marty Zdunich to test the WiFi extender for parking lot coverage and if successful then one will be purchased. Seconded by Gary Goorhuis. Unanimous approval.

Comments from Board Members: Ron Eberlein has been sending all Board members information that he is receiving from SDAO regarding COVID-19. He will stop sending the information since there are no new developments and it can be obtained on SDAO website.

Discussion of the Governor's criteria for reopening the state and how it will affect the reopening of the library. There will be no changes in the library's status at this time.

Next meeting: Tuesday, May 12, 2020 at 6:00 pm

Meeting Adjournment: **Motion** made by Gary Goorhuis to adjourn the meeting at 7:14 pm. Seconded by Marty Zdunich. Unanimous approval.

Submitted by:

_____ Date: _____
Elba England
Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Ron Eberlein
President