

**Lower Umpqua Library District**  
**Board of Directors Meeting Minutes**  
**08 November 2022**  
Lower Umpqua Library

**LULD Board Members Present:** Dale Harris, Christine Thomas, Tara Adams, and Gary Goorhuis (in person) and Lee Bridge (online)

**Community Members:** Ron Eberlein (in person) and Colleen Eberlein and Terry Moore (online)

**Staff Present:** Alex Kuestner

**Called to Order:**

Dale Harris calls the meeting to order at 6:03 p.m.

**Pledge of Allegiance:**

Dale Harris lead the Pledge of Allegiance

**Public Comments:**

- A. Terry Moore shared that she wasn't at the meeting in person because she cannot hear. She suggested that the library get an amplifying microphone for the meeting. Dale Harris suggested that there might be a phone app which amplifies for the individual person through earbuds. Lee Bridge mentioned that there were five microphones in the library building which haven't been used since covid.

**Review of the Meeting Agenda:**

Christine Thomas made a motion to accept the agenda. Gary Goorhuis seconded the motion. Board approved 5-0

**Review of the Minutes of the Board Meeting:**

Gary Goorhuis made a motion to approve the corrected minutes of October 11, 2022 and Executive Session Minutes from the same date. Christine Thomas seconded the motion. Board approved 5 - 0

**Finances:**

- A. Gary Goorhuis made a motion to approve the bills in the amount of \$5,877.57 and Christine Thomas seconded the motion. Board approved 5-0.

**Library Report:**

- A. Library statistics report
  - a. The honor system books, DVDs, and EBooks have increased checkouts.
- B. QuickBooks Renewal Issues
  - a. QuickBooks needed verification for renewal and access to it was delayed so the dates are later on the financial report.

C. DVDs

- a. Alex Kuestner updated the DVD collection with popular TV series and classic films.

**Action Items Follow Up and Report:**

A. Neighborhood Libraries

- a. Alex Kuestner shared that a volunteer is offering a garage to store the neighborhood library materials.
- b. Alex Kuestner and Lee Bridge will meet in the afternoon of Wednesday, 11/09/2022 to purchase the material.
- c. There are several interested parties who need materials.
- d. The geocache at Winchester Bay has been re-enabled and is working.

B. Lead Library Assistant position

- a. New Employee
  - i. Juneen Powers started November 1, 2022 as Lead Library Assistant.
- b. Substitute Library Assistant Idea
  - i. Alex Kuestner shared an idea that the hiring committee had in regards to having an on call substitute.
  - ii. The board discussed the pros and cons of hiring an employee who is also still volunteering on a regular basis.
  - iii. The board discussed the pros and cons of subbing in the library on short notice.

C. Homelessness at the library

- a. The board discussed restroom facility access when the library closed for people who are experiencing homelessness around the library.
- b. Dale Harris suggested that a letter to the City of Reedsport be drafted to address the homelessness issue.
- c. The board suggested talking to our technology experts about preventing software and applications from being downloaded on LULD computers.
- d. Christine Thomas suggested asking the City of Reedsport how long a transportation device (vehicle, bicycle, etc.) can be left on the property.

D. HeatPump

- a. The board discussed possible companies to reach out to for bids and estimates.
  - i. Ron Eberlein was consulted for possibilities.
- b. Grants need to be spent by June 30th which is the end of the LULD fiscal year.
- c. Rob Eberlein suggested that we could ask companies to install one heat pump at a time to meet current grant deadlines.

E. Drinking Fountain Installation Issues

- a. The plumber who was contacted did not arrive on the week scheduled and has not returned calls. Christine Thomas provided alternative numbers to get on a Plumber's schedule.

F. Classics

- a. Alex Kuestner has created a list of desired classics for purchase.
- b. Alex Kuestner purchased more easels to display YA classics.

- G. Preschool Story Time
  - a. Juneen Powers is excited about the Preschool Story Time Program. Alex Kuestner will speak to the staff about the timing on when this program will restart in person. Christine Thomas suggested a holiday themed start.
- H. PFMLI Program
  - a. Cardinal Services will administer the PFMLI for clients.
- I. DCLF grant
  - a. Alex Kuestner applied for this grant. Mr. Kuestner anticipates that we will receive \$4,500.00.
- J. LULD Covid-19 Policy Monthly Review
  - a. LULD will continue the policy as stated.

**New Business:**

- A. Electronic Collection Ideas
  - a. The board discussed pros and cons of portable charging devices that can be placed on table tops to prevent tripping hazards.
  - b. Christine Thomas suggested that LULD purchases tables with electrical outlets built into the table and a cord protector for the main plug ins. Board discussed which grants might meet these needs.
- B. Display Idea
  - a. Alex Kuestner shared an idea for a changing display for books from the adult collections at the table near the self check out computer.

**Comments from Board Members:**

- A. Gary Goorhuis and Alex Kuestner will reconcile the finances when Mr. Kuestner returns from vacation.
- B. The board discussed posting an executive session notice for December's board meeting.
- C. Lee Bridge complimented Alex Kuestner on finding storage for the Neighborhood Libraries.
- D. Lee Bridge suggested that we discuss the PFMLI Program decisions at the December Board Meeting.

**Next Meeting:** Tuesday, December 6, 2022 at 6:00 p.m.

**Meeting Adjournment:** Meeting adjourned at 7:15 p.m.

Submitted by:

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Tara Adams Date: 11/08/2022

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

Approved by:

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Dale Harris - President

Version 1.0 (Actually 1.1 since I added this. Remove this once adopted)