

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, August 11, 2020  
Lower Umpqua Library

**LULD Board Members Present:**

Ron Eberlein and Lee Bridge. Gary Goorhuis and Marty Zdunich via Zoom.

**Community Members via Zoom:**

Colleen Eberlein

**Staff Present:**

Sue Cousineau

Elba England via Zoom

**Called to Order:**

Ron Eberlein called the meeting to order at 6:04 pm.

**Public Comments**-none.

**Review of the Agenda:** **Motion** made by Gary Goorhuis to accept the agenda as presented. Seconded by Lee Bridge. Unanimous approval. Marty Zdunich was not present.

**Review of the Minutes for the regular Board meeting of July 14, 2020:** Lee Bridge made mention that he takes objection to the fact that the minutes stated that he was not present to vote on some items. Ron Eberlein asked Elba England if it was correct that Lee Bridge was not at the meeting until 6:22pm and did in fact miss those items. Elba England affirmed that Lee Bridge was not there to vote on the items. Lee Bridge concurred with the minutes. **Motion** made by Lee Bridge to accept the minutes of July 14, 2020 as presented. Seconded by Mary Zdunich. Unanimous approval.

**Finances:**

**a. Library Director's Report-**

1. **Motion to pay the bills.** Sue Cousineau presented 14 bills totaling \$11,094.73. Checking account balance is \$87,577.35 as of August 11th. **Motion** made by Gary Goorhuis to pay the bills for a total of \$11,094.73. Seconded by Marty Zdunich. Unanimous approval. Sue Cousineau reported that Gary Goorhuis and she reconciled the Money Market and checking accounts for June.
  - The savings account for the Roof Replacement Fund has been set up. Tomorrow Sue Cousineau will be depositing \$5,000 from the checking account into this account.
  - Sue Cousineau talked to two people with Umpqua Bank in reference to the FDIC limit of \$250,000 per depositor since the library's funds are over that amount. Umpqua Bank is a Public Depository Bank so they are required to collateralize government entities. They have to back 50% over the \$250,000. They are closely monitored by the State and if the State feels that they are unhealthy at all then Umpqua has to cover 110%.
  - Sue Cousineau has spent time getting answers about QuickBooks from Laura Fisher. Sue is now working to get things ready before she contacts Isler, LLC for the review.

## Library Report

- Sue Cousineau presented information about the Passport Program from the Oregon Library Association. Discussion. **Motion** made by Gary Goorhuis to join the Oregon Library Passport Program. Seconded by Lee Bridge. Unanimous approval. Gary Goorhuis asked if there should be a limit on the number of items that can be checked out with a Passport. Sue Cousineau suggested not setting a limit. Discussion. The benefit to the local patrons is great because they can access participating libraries at no cost.
- Sue Cousineau presented the second notice that was sent out to patrons who have not returned items. There will be a third notice sent out and then after a collection agency will be involved. Gary Goorhuis suggested clarifying that the total dollar amount is for **all** items not returned. The patron may misunderstand that they owe that amount. Marty Zdunich suggested adding **Lower Umpqua Library** too. Sue Cousineau will make the changes for the third notice since this notice has already gone out.
- Sue Cousineau presented statistics for a 12 month period ending July 2020. The visits to the website for July is 8,254 which is an increase. Computer usage is going up. Two new line items have been added under circulation; Audio CD's and DVD's. There were 30 Audio CD's and 277 DVD's checked out. Overall the numbers are starting to get back to normal.
  - a. Summer Reading program-there are 47 participants. The program will end August 28th. The drawing for gift certificates will be held September 1st.
- Marty Zdunich asked if there was any way to know the impact that out-of-town people going to the Dunes had on the usage. Sue Cousineau stated that there isn't much traffic from them. She does see some usage of the computers and WiFi from some who are traveling through. Marty asked if there are still a number of people using the library's WiFi outside of the building. Sue Cousineau said that someone was trying to use it and was having a difficult time. Sue asked Marty to come and check on it.
- Sue Cousineau has posted the job opening. Only one application was received. Will need to advertise in other places.
- Sue also mentioned that there is another employee who may have to reduce their hours due to family needs. Sue Cousineau will be contacting SDAO to see if the Employee Rights Paid Sick Leave and Extended Family and Medical Leave under the Family's First Corona Virus Response Act applies in this case.
- Sue Cousineau asked for suggestions as to where to advertise the position. The City of Reedsport FaceBook page and Cardinal Services were suggested.
- b. SDAO grant-There is a \$2,500 matching grant available for safety and security through Special Districts that is due November 18, 2020. Sue Cousineau is looking for suggestions as to how to use that money.
- Sue Cousineau is doing the Board Leadership training that is offered by Special Districts on line. She asked Marty Zdunich if he was available for the training too. Sue will find out if the training can be done at night and will follow up with Marty.

## Action Items Follow Up and Report

- a. **Copier grant**-Lee Bridge did some research on the copier that Bay Area Copier quoted and found that it was a mid-range copier and was a good price for it. Marty Zdunich had also seen a review that had put it in the top three. Motion made by Marty Zdunich to purchase the copier that was quoted from Bay Area Copier with the continuation of the monthly maintenance agreement for an amount of \$2,365. Seconded by Gary Goorhuis. Unanimous approval. Discussion of what to do with old copier. Sue Cousineau will look

- for a non-profit to donate it to.
- b. **Financial Review**-Sue Cousineau hasn't heard from Isler, LLC yet. She wants to make necessary corrections prior to contacting them. If she hasn't heard from them when she is done, she will contact them. The review is due December 31st.
- c. **Public Notice for LULD Board Position 4**-no applications have been received. The Board members will talk to people to see if they are interested.

**New Business:**

- a. **New Personnel Policy**-Lee Bridge drafted the "Policy on Manpower", number P-008. Discussion. **Motion** made by Gary Goorhuis to accept the Policy P-008 on Manpower effective date 8/11/2020. Seconded by Marty Zdunich. Unanimous approval. Lee Bridge has also updated the Table of Contents to reflect this addition.
- b. **Guidelines for getting a new library card**-Sue Cousineau posed several scenarios for people not having local ID and is looking for guidance from the Board.
  - Camp host. Issue a temporary card for 3 months. Board agreed.
  - Military/Coast Guard. Issue a regular card. Board agreed.
  - The library currently is using mail from the State, car insurance, utility bills, DMV, change of address for the US Postal service for proof of residency. Board agreed.
  - Traveling in an RV. Accept one month's rent receipt from a local RV Park or other residency. Issue a card with a limit of 5 items to be checked out. Discussion. Board agreed.
  - Traveling in an RV. Accept 3 month's rent receipts from local RV Park or other residency. Issue a regular card. Board agreed.
  - Caring for parents and are from out of the area. This patron would need to pay the \$30 out of district fee. Discussion. Board agreed.
  - A business owner is renting space locally but lives out of the district. This patron would need to pay the \$30 out of district fee. Discussion. Board agreed.

**Comments from Board Members**-Gary Goorhuis stated that he has contacted Debbie McKinney to serve on the Board.

**Next meeting:** Tuesday, September 8, 2020 at 6:00 pm

**Meeting Adjournment:** **Motion** made by Lee Bridge to adjourn the meeting at 7:31pm. Seconded by Marty Zdunich. Unanimous approval.

Submitted by:

\_\_\_\_\_  
 Elba England  
 Meeting Clerk

Date:8/26/2020

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

Approved by:

\_\_\_\_\_  
 Ron Eberlein  
 President

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