

Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.
Reedsport, Oregon 97467
Tuesday, April 14, 2026
Follows budget meeting

1. Start Zoom
2. Call to Order Eberlein
3. Pledge of Allegiance Eberlein
4. Public Comment – 3-minute limit per individual
5. Review of the meeting agenda Eberlein
6. Review of the Minutes, March 10, 2026 Eberlein
7. Finances Kuestner
 - a. Motion to Pay the Bills
8. Library Report Kuestner
 - a. Library statistics report
 - b. Displays
 - c. Library Programs/Events
 - d. World Religions section
9. Action Items Follow-up and Report Kuestner
 - a. Koha and shelving reorganization/weeding project
 - b. Neighborhood Libraries
 - c. Grants
 - d. E-Rate
 - e. Updated policies/procedures
 - f. Director checklist
 - g. Conferences
 - h. Newspaper theft
 - i. Summer Reading Program
 - j. Security cameras and router replacement
10. New Business Kuestner
 - a. Summer hours
11. Executive Session ORS 192.660 Personnel Kuestner
12. Comments from Board Members
13. Next Meeting May 12, 2026
14. Meeting Adjournment

**Lower Umpqua Library District
Board of Directors Meeting Minutes
04/14/2026**

Lower Umpqua Library and Zoom

LULD Board Members: Five present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, Melissa Lilly, Secretary, Dale Harris. Absent: None.

Staff Present: Alex Kuestner (Director) and Debb Montclair

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

1. **Start Zoom.**
2. **Call to Order:** Ron Eberlein called the meeting to order at 8 PM.
3. **Public Comments:** Adamson suggested that the library's security system be updated and also that board members visit the library to observe day-to-day operations. Moore gave an update about the Gardiner neighborhood library and reported that it is going well so far. Montclair said she has spoken with Lower Umpqua Hospital about a neighborhood library being installed there.
4. **Review of the meeting agenda:** Goorhuis moved to accept the agenda as presented, Harris seconded, and the motion passed 5-0.
5. **Review of the Minutes for March 10, 2026:** Lilly requested that the minutes of Mar. 10 be amended, replacing her name with Eberlein's on the "Approved by" signature line for the continuation of the Regular Session. Lilly moved to accept the minutes as amended, Harris seconded, and the motion passed 5-0. Harris moved to accept the Executive Session minutes similarly amended, Bridge seconded, and the motion passed 5-0.
6. **Finances:**
 - a. Motion to pay the bills:
 - b. Lilly moved to pay the bills as presented by Kuestner: bills over \$1,000 totaling \$13,603.74 (for payroll to Cardinal Services) and bills under \$1,000 totaling to \$7,391.33 for a total amount approved of \$20,995.07. Harris seconded, and the motion passed 5-0.
7. **Library Report:** Kuestner
 - a. Library Statistics Report: March 2026 showed strong overall usage. Print checkouts totaled 814, slightly below March 2025 (876), but still unusually high for monthly totals. DVD checkouts reached 502, exceeding typical monthly levels and surpassing March 2025 (460). Total checkouts for March 2026 were 1,417 (excluding renewals and digital materials), exceeding March 2025 by 30. Including renewals and digital materials, total usage reached 1,786, just one fewer than March 2025. Koha usage included 138 patrons in March 2026 compared to 140 in March 2025, a slight decrease. Periodical usage increased significantly, with 225 uses/checkouts in March 2026 compared to 109 in March 2025.
 - b. Display: The juvenile soundbook display remained popular, with plans to expand the collection. Juvenile periodicals, especially LEGO Magazine, saw increased usage. The art book display generated interest but limited circulation.
 - c. Library Programs/Events: Library Bingo continued to drive engagement and contributed to increased DVD circulation and usage of niche categories. Prize drawings were scheduled for April 15. Staff are exploring the creation of a summer book club in collaboration with Oregon-based authors, with additional details to be presented at the May meeting.
 - d. World Religions section: A new World Religions periodicals section was created. Materials were reorganized by religion or belief for easier access. The section includes a broad representation of denominations and has been well received, with strong in-library use and circulation.

8. Action Items Follow-up and Report: Kuestner

- a. Koha and shelving reorganization/weeding project: Progress was made correcting catalog errors, particularly in graphic novel listings. Additional details to be discussed in the Executive Session.
- b. Neighborhood Libraries: Volunteers were found for most locations; however, Scottsburg and Smith River locations still need support. Recruitment efforts continue via Nextdoor and other outreach.
- c. Grants: With Friends of the Library now a 501(c)(3), additional grant opportunities are available. Some grants require a formal budget, which may need to be developed.
- d. E-Rate: Application for E-Rate was submitted. If approved, LULD could receive significantly faster internet (5 Gbps) at reduced cost (\$60/month vs. \$124/month at 100 mps). Participation would require eventual CIPA compliance. The board approved the continuation of the application process.
- e. Updated policies/procedures: Proposed updates include: Public information release policy, Recreational immunity resolution (recommended to reduce liability risk), Standardized staff evaluation timeline and wage increase structure tied to performance. Bridge suggested that the proposed public information release be defined as a procedure instead of a policy. Harris moved to adopt Resolution 2026-01 approve the recreational immunity resolution. Lilly seconded, and the motion passed 5-0. The board rejected a proposal to have all staff evaluations/raises during the same month every year. However, they want the director to make recommendations for staff salary increases (which the board will then vote to approve or modify). This should address the need for a consistent approach to evaluations/raises throughout each year.
- f. Director checklist: Staff meetings continue regularly. Volunteer recruitment efforts have expanded, including outreach through Nextdoor and local publications.
- g. Conferences: Kuestner attended a conference in Eugene on March 31 and reported valuable outcomes concerning grant opportunities. He will be attending the Oregon Library Association conference in Portland (April 22–24).
- h. Newspaper theft: The issue was addressed with the individual involved. Preventative measures were implemented, including signage and relocation of free newspapers. Bridge supports having cameras cover every portion of the library.
- i. Summer Reading Program: The theme was announced as “Plant a Seed.” Twelve trees received from the Arbor Society will be used as prizes.
- j. Security cameras and router replacement: Bridge supports obtaining a commercial-tier router to replace LULD’s current residential-tier router. Kuestner suggested leasing a router from Ziplly that would be compatible with their provided internet service. The board is open to this, but wants additional bids. Further evaluation to occur following budget planning

9. New Business: Kuestner

- a. Summer hours: Proposal to adjust hours, beginning in June: Open at 12 PM on Saturdays instead of 10 AM. Extend hours until 8 PM on select weekdays (proposed Wednesday and Friday). Changes aim to better align with patron usage patterns without increasing staffing costs. The board approved the proposed changes. Harris suggested advertising the changes widely, such as in the schools. Bridge suggested sending notices with the electric and/or water/sewer bills. Bridge indicated, and the board concurred, that the director has the authority to amend the library’s open hours without seeking prior approval from the board.

- 10. **Executive Session ORS 192.660 Personnel:**
- 11. **Comments from Board Members:**
- 12. **Next Meeting** will be held on May 12, 2026.
- 13. **Meeting Adjournment**

Submitted by:

_____ Date: April 29, 2026
Kaitlyn O'Dell - Library Page

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____