

**Lower Umpqua Library District
Board of Directors Meeting Minutes
10/23/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Gary Goorhuis, Treas., Melissa Lilly. (Absent: Christine Thomas.)

Staff Present: Alex Kuestner (Director), Jonathan Moore.

Community Members: Terry Moore.

1. Start Zoom.

2. Call to Order: Harris called the meeting to order at 6:05 p.m.

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

4. Public Comments: Terry Moore.

5. Review of the Meeting Agenda: Goorhuis made a motion to accept the agenda as presented, Lilly seconded, and the motion passed 4-0 (unanimous by all present board members).

6. Review of the previous meeting's minutes: Harris: replace "Cody" with "Cody Robinson" in 9c. Eberlein: replace "totaling" with "totaling" under 7. Eberlein moved to accept the minutes of September 10 as amended, Goorhuis seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Goorhuis moved to pay LULD bills: bills over \$500 totaling \$11,751.72 (namely \$1,020.00 for Cybrarian's annual fee, 10,028.72 to Cardinal Services for payroll, and \$703.00 to SDIS for health insurance) and bills under \$500 totaling \$2,675.41, for a total amount approved of \$14,527.13. Lilly seconded, and the motion passed 4-0.

Kuestner presented the quarterly financial report. Spending in some budget categories has been higher than it will be for the rest of the year: "Neighborhood Libraries" due to construction of most of them occurring over the last few months, "Staff" due to Juneen Powers's higher rate and retirement payout, "Roof" due to the roof replacement being a single large project. The library also restocked on many library supplies at the beginning of the fiscal year. Health insurance: the fee went up, LULD will have to deal with that. Harris asked why the Director's category was 29.66% spent already. Kuestner clarified that this number represented four months of pay, not three. Eberlein asked why the Summer Reading Program category was only 14.55% spent. Kuestner explained that, as the program spans two fiscal years, most of its expenses will come out of the preceding fiscal year's budget.

8 Library Report: Kuestner

a. Library statistics report: Kuestner made a correction to last month's statistical report: Some of the figures labeled as the previous year's (September 2023) were actually the previous month's (August 2024).

Periodicals exceeded 100 checkouts per month for the first time. Electronic checkouts are up.

b. Displays: For October, the display in front of the circulation desk is filled with horror, thriller, and paranormal books.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries (NLs): The neighborhood library project is nearing completion. NL units at the Highland Pool and the Scottsburg Rural Fire District are now in service, in addition to the three previously installed in Winchester Bay, in Ash Valley, and at Smith River Store. The Oregon Coast School of Art in Gardiner has one unit, which is ready to be installed as soon as the school has a space prepared for it. Shelves will be set up in the conference room to organize books for restocking NLs. The library is looking for volunteers to help with this restocking. Lilly volunteered (if needed) to be responsible for restocking the Winchester Bay NL. Harris asked how often NLs will need restocking. Jonathan Moore estimated that monthly will be sufficient for the outlying NLs, but this can be revised upon further observation.
- b. Roof: A leak that appeared above the office. Pioneer Roofing returned and further repaired the flat roof, and the leak hasn't reemerged yet. Three ceiling tiles are stained from the leak. The city will replace them once they are sure that there are no more leaks.
- c. Computers: Cody Robinson (Aethelwulf Computing Services) obtained quotes from Dell for options to purchase new computers. For ten computers, one quote totals about \$9,000 and the other about \$7,700. Kuestner sent emails to Best Buy, HP, and Staples asking for additional quotes. He also found a range of options available on Amazon (from \$300 to \$900 per computer). Harris told Kuestner that the board would need to look at the options more closely before making a decision. Eberlein said that the library originally bought three higher-end computers for staff and five lower-end public computers. Some of these computers have been here since 2017. Kuestner proposed (and Harris and Eberlein agreed) that the library could replace staff computers and use the old staff computers as public computers. Harris considered that the staff computer that connects to all the public computers via Cybrarian might need to be even higher-end. Kuestner said that Rachel Wozniak (Library Assistant) suggested Costco for purchasing bulk orders of computers. Eberlein and the board agreed that the library should stick with Robinson.
- d. Shelving: Kuestner, Chris Adamson (volunteer), and Jonathan Moore worked to assemble short cantilever shelving (received free from the Coos Bay Public Library) for the YA Graphic Novel and Classics sections. This project ran into difficulties in terms of maintaining uniform height among the shelf tops. Ultimately the library paid Rico Duval \$50 to complete the shelving in a presentable fashion.
- e. New employees: A hiring committee composed of Kuestner, Eberlein, Christine Thomas, and Jonathan Moore interviewed a number of candidates in August for the open Library Assistant position and ultimately chose to hire Rachel Wozniak, the highest-scoring candidate. She moved to Reedsport to take up the position, and has been doing a great job. However, after moving here she was accepted for another position which she had applied for around the same time, and which offers higher pay and benefits than LULD can offer; so she will be leaving to take up that position after working at LULD for about a month. The same committee decided to promote Debb Montclair (the current Substitute Library Assistant and the second-place candidate in the August interviews) to Rachel's position. The committee chose to offer Lia Hamilton (the third-place candidate) the Substitute position, and she will start next Tuesday, October 29th.
- f. Microfilm: The large microfilm reader and its printer are now functional. There is still one box of microfilm that needs to be cataloged. Once that is done, Kuestner plans to promote the microfilm more widely. Tara Adams (teacher and former LULD board member) is interested in borrowing the portable microfilm reader for her students.
- g. Updating Policies: Kuestner and staff have been making note of policies that are unclear or could be worded better, and Kuestner is studying the BOLI (Oregon Bureau of Labor and Industries) manuals

on policy updating, but will focus more on this process after submitting the major statistics report due later this month.

- h. Classics section: In 2022 patrons expressed interest in a Classics section. Kuestner researched titles and created a list of hundreds of works throughout the development of literature, and Jonathan Moore later assisted in expanding the list. The library has been adding a small number of Classics in its monthly Ingram orders, and Kuestner has also acquired titles from thrift stores throughout the Pacific Northwest. The library has succeeded in acquiring 94% of the current Classics list of 969 titles. In light of this, Kuestner has decided to halt regular purchases of new Classics, though the library will still occasionally acquire new titles in this category.
- i. Retirement plan: The retirement plan is operational, and library staff have retirement accounts set-up to deduct their chosen amounts from their paychecks. Some staff want this amount also deducted retroactively from past paychecks in 2024. After discussing with Harris, Cardinal Services, and Ascensus, Kuestner determined that the way to do this would be to contribute the accumulated amount as a lump sum from a current paycheck.
- j. Interlibrary loan: LULD has seen a spike in ILL requests from other libraries and recently received its first request from another library in Oregon.
- k. Director checklist:
 - Kuestner is considering hiring someone to weed the library grounds, if there isn't a volunteer that is willing to consistently maintain the grounds.
 - LULD staff held their first monthly staff meeting on October 10.
 - The library received and posted the new BOLI poster.
 - Staff will calculate how many vacation hours they are supposed to have and submit that number to Cardinal, and continue monitoring that number each month, since Cardinal has had difficulty calculating this number themselves.
 - Two new volunteers have started recently, and have been helping with shelving. Kuestner plans to advertise at the Senior Center and the schools to try to attract more volunteers.
 - Stacey Broussard has been taking charge of Wednesday storytime, preparing crafts and books to read with juvenile patrons and their families.
 - Maintenance plan: Kuestner will talk to the city to determine the history of maintenance done to the library building. He plans to draw up a maintenance plan by early next year. Harris asked him to find out when carpet cleaning will be due.

10. New Business: Kuestner

- a. Kuestner will attend the Southern Oregon Library Federation (SOLF) conference in Klamath Falls on October 25th (this Friday).
- b. Imaginary Worlds section consideration: Staff have been discussing the idea of expanding the Science Fiction section to encompass a broader group of related genres: fantasy, science fiction, paranormal, paranormal romance, and horror. (Some fantasy books have already been in the Science Fiction section, as this was the old way of classifying these titles.) This would free up space in the Adult Fiction section, utilize space freed up by the Young Adult graphic novels moving to new shelving, and help patrons find these genres. The library would create a custom label for the section that would be placed at the top of book spines (as already the practice for some other shelving locations), while specific genres would still be designated by the existing genre labels at the bottom of book spines. There is still debate on what to call the new section. Speculative Fiction is technically correct, but this term might be unfamiliar to most patrons. Imaginary Worlds is another proposed name.

There is also debate regarding what specific titles/genres/subgenres to include in the new section, and what to do if an author would be split between the new section and general Fiction (as already occurs between general Fiction and Mystery). Harris would be perturbed if he were to look for a science fiction book and find it mixed in with all these other genres. Making the new section separate from Science Fiction has also been discussed, but Kuestner would like to limit the proliferation of new sections. Another idea would be to combine all Fiction in a specific age demographic into a single section, since drawing clear lines between genres can be difficult. However, the board agreed that breaking up established sections such as Mystery or Western would not be good for patrons who have become accustomed to those books being collected in one place.

- c. New rules for public meetings: Kuestner attended a webinar from Oregon Government Ethics Commission regarding new rules for meetings. They're going to write a new manual which is not available yet. Topics include having an interpreter if necessary, serial communications for quorums, and a specific process for grievances, as well as specific rules about what to include in meeting minutes. Until the Commission writes the new manual and finalizes their new rules, LULD and other districts will have difficulty in implementation.
- d. Website revisions: Rachel Wozniak has a background creating websites, and she is redesigning the library website before she leaves.
- e. Giveaway bags grant: A patron donated \$120 for the library to buy customized bags to give away. Kuestner bought 100 bags (similar to cloth bags available at grocery stores) customized with the LULD logo, name, address, and phone number. (They're not the same quality as the existing bags that are sold at the library, but for \$120 the library would only have been able to buy 10 of those.)

11. Regular session closed at 7:22pm and the board entered **Executive Session**: ORS 192.660 Personnel Issues. Jonathan Moore was invited to stay. Kuestner presented his employee evaluation.

Harris called the meeting back to the **regular session** at 7:26pm. Jonathan Moore was given positive feedback by the board for his work at LULD. In recognition of this, Eberlein moved to increase his pay by \$.75 per hour (to a new rate of \$17.25 per hour), retroactive to his two-year anniversary of Sept 9, 2024. Lilly seconded and the motion passed 4-0.

12. Comments from Board Members:

Harris and the board discussed whether (as per 10c) meeting minutes need to name every board member in every vote. They agreed that the minutes can continue saying "unanimous" (or "5-0", "4-0", etc.) when applicable, since unanimously decided issues will be clear from the attendance listed.

Eberlein asked whether Kuestner attended the SDAO meeting with George Dunkel. Kuestner signed up for one in November that covers the same subject matter but is free instead of \$75.

13. Next board meeting will be held on Tuesday, November 12th, at 6pm.

14. Meeting adjournment: 7:29pm.

Submitted by:

_____ Date: Nov. 8, 2024
Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____