

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, August 10, 2021
Lower Umpqua Library

LULD Board Members Present:

Tara Adams, Lee Bridge, Christine Thomas, and Gary Goorhuis.

Community Members:

Terry Moore

Colleen Eberlein (Zoom)

Ron Eberlein (Zoom)

Staff Present:

Sue Cousineau

Elba England

Called to Order:

Lee Bridge called the meeting to order at 6:00 pm.

Pledge of Allegiance: Lee Bridge led the pledge.

Public Comments: Terry Moore congratulated Dale Harris and Christine Thomas for their election to the Board. She introduced herself and shared the history of her involvement with the library. She had started an email campaign when the County was closing the library to keep the library. She was asked to write 5-6 columns with the Umpqua Post, the local paper at the time. She was pushing for the development of a special district for the library. She was excited to see that Sue Cousineau was on board for this as well.

Review of the Meeting Agenda: Sue Cousineau asked to have the State of Oregon Employment Department be added to New Business. **Motion** made by Christine Thomas to accept the agenda with the revision. Seconded by Gary Goorhuis. Unanimous approval. (Adams, Bridge, Thomas, and Goorhuis voted in favor of the motion.)

Review of the Minutes of July 13, 2021 Board Meeting: **Motion** made by Gary Goorhuis to accept the minutes of July 13, 2021 as written. Seconded by Tara Adams. Unanimous approval. (Thomas, Bridge, Adams, and Goorhuis voted in favor of the motion.)

Finances:

- Sue Cousineau presented 19 checks for \$15,688.00 which includes the State of Oregon Employment Department for \$2,508.00 for July 15th to August 5th. **Motion** made by Gary Goorhuis to pay the bills in the amount of \$15,688.00. Seconded by Tara Adams. Unanimous approval. (Thomas, Bridge, Goorhuis, and Adams voted in favor of the motion.)

- Someone tried to come in through Zoom. The name that appeared was “Lynn” but when asked to identify themselves they did not and ended up leaving the meeting.
- Checking account balance as of 8/6/21 is \$137,697.56.

Library Report:

- A new employee, Christopher Nobel, has been hired. Discussion.
- The Summer Reading Program’s last day is August 28th. 38 preschool children read 100 hours, 120 elementary students read 350 hours, and 20 teens read 48 hours.
- The staff has been processing the many donations received, have been doing Collection Development, giving computer support, and answering reference questions.
- The statistics report is showing that the library was open 164 hours in July. There have been more computer logins due to tourists. Website and FaceBook visits are up. There were about 1,600 check outs in July.
- Tara Adams mentioned that the Geocache has almost doubled in July from the previous month. Discussion.
- Sue Cousineau stated that the planter box area had some loose bricks and was repaired for \$129. She has been weeding and cleaning up the outside area and just has the pruning to still do. She would like to get some bark mulch to beautify the area. Discussion. She will get some prices for the bark mulch.

Action Items Follow Up and Report

a. Grants

- The surge protectors and updating of the electrical outlets which is funded by the G. Giles Hunt grant will take place on the 23rd and 30th of this month. The grant was for \$8,000.
- The Ready to Read grant is due at the end of August. The amount that will be applied for is \$1,879.
- Sue Cousineau has asked the Friends of the Library for \$200 to support the Summer Reading Program this year and may ask them for \$500 for next year’s summer programs.
- The ARPA (America Rescue Plan Act) grant through the State Library has been received and will fund the seven Neighborhood Libraries in the amount of \$7,681.73.

b. COVID-19 Requirements-Sue Cousineau is looking for direction with the possibility that the Governor may be requiring that masks be worn indoors again. Currently the staff are voluntarily wearing masks. She would like to require 6 foot distancing again and not reopen the meeting room at this time. Discussion. Board members recommended that Sue Cousineau follow the Oregon Health guidelines in respect to COVID-19. The meeting room will continue to be closed due to the increased number of COVID infections and will be reviewed again at the next month’s meeting or if State guidelines change.

c. MED-Project-The envelopes and instructions for use have been received and are now in the lobby for the public’s use.

- d. **Information Security and Acceptable Use Policy**-Sue Cousineau stated that it will take some time to implement the necessary changes for this policy but they are being worked on at this time. Discussion.

New Business

- a. **Review of the John Warden Reserve Fund**-Sue Cousineau presented the John Warden Reserve Fund form LB-11 for review. Discussion. **Motion** made by Gary Goorhuis to review the John Warden Reserve Fund in 10 years. Seconded by Tara Adams. Unanimous approval. (Adams, Bridge, Thomas, and Goorhuis voted in favor of the motion.)
- b. **State of Oregon Employment Department**-Sue Cousineau would like the Board to consider how State Unemployment is being paid. There are two options: Reimbursing account dollar for dollar, which means that the unemployment is paid as an employee files for unemployment. The second option is a Tax Paying account, where 2.6% of the gross pay is paid quarterly. Discussion. Sue Cousineau will prepare some data for the Board to review at the next meeting.

Executive Session: Personnel Matter-The Board went into an Executive Session from 6:44pm to 6:58pm.

Comments from Board Members-

- Tara Adams mentioned that she will be going to the SDAO training on September 9th. Christine Thomas will be attending the training on September 2nd. Sue Cousineau mentioned that Dale Harris will not be attending the training because he has served on several Boards. Discussion.
- Sue Cousineau emailed the Budget Overview to Christine Thomas and Tara Adams.
- Lee Bridge apologized for not sending out the budget information that he said that he would send last month. He will do it soon. There are additional ones that he can also send. Discussion.

Next meeting: Monday, September 20, 2021 at 6:00pm

Meeting Adjournment: Motion made by Gary Goorhuis to adjourn the meeting. Seconded by Christine Thomas. Unanimous approval. (Thomas, Bridge, Goorhuis, and Adams voted in favor of the motion.) The meeting adjourned at 7:03pm.

Submitted by:

_____ Date: 8/29/2021
Elba England Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Lee Bridge Vice-President