

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, August 8, 2023  
Lower Umpqua Library**

**LULD Board Members Present:**

Christine Thomas, Ron Eberlein, Melissa Lilly and Gary Goorhuis

**LULD Board Members Absent:**

Dale Harris

**Community Members:**

Terry Moore

**Staff Present:**

Alex Kuestner, Stacey Broussard and Juneen Powers

**Called to Order:**

Eberlein called the meeting to order at 6:10 p.m. Goorhuis was not initially present but arrived later.

**Pledge of Allegiance:**

Eberlein lead the Pledge of Allegiance

**Public Comments:**

Powers reported patronage is going up 17% a month and continues to grow as well as the library employees' duties are increasing. Powers suggested for the board to consider hiring an additional person to provide assistance. Terry Moore commented that she has gotten positive feedback from the community regarding staff and atmosphere

**Review of the Meeting Agenda:**

Thomas made a motion to approve the agenda. Lilly seconded the motion. Motion passed 3-0.

**Review of the Minutes of July 11, 2023 Board Meeting:**

The July 11, 2023 minutes were printed on LULD letterhead so a signed copy along with a letter can be taken to Umpqua Bank to add Eberlein and Lilly and remove the outgoing board members Lee Bridge and Tara Adams from being authorized to checks for LULD.

Motion to approve minutes delayed pending Goorhuis's arrival.

**Finances:**

A. Thomas made a motion to pay the bills as follows: Expenses over \$500 of SDIS Health Insurance for \$641.85 and Payroll for \$11,853.07 for a total of \$12,494.92 along with additional

bills presented totaling \$2,746.96, for a final total of approved bills of \$15,241.88. Lilly seconded the motion. Motion passed 3-0.

### **Library Report:**

#### **A. Review of Statistics comparing July 2022 with July 2023**

- a. Print checkouts went down, eBooks, audiobooks and computer usage went up

#### **B. Display Tables**

- a. DVD display will replace the rock and gem display
- b. September Banned Books display
  - i. Focus on history of banned books with information about why books were banned and how they impacted society
- c. Genealogy display to support genealogy program and presentation planned for October or November. The start date will be adjusted as needed pending the arrival of genealogy-themed books, which Kuestner purchased from Ingram.

### **Action Items Follow-up and Report**

#### **A. Neighborhood Libraries**

- a. Peter Dyball has not signed the letter. Stephen Corbett took a copy of the letter in case he sees Peter. A possible alternative would be the vacant school in Ash Valley. Stephen said he would contact the school's owner for permission. Land owned by the State of Oregon will be investigated as an additional option.

#### **B. Homelessness at the library**

- a. A patron reported a homeless person sleeping on the sidewalk. RPD asked the homeless person to move before the library opened. LULD staff were not involved in this interaction.
- b. A different homeless person slept in a car in the parking lot but caused no disturbance

#### **C. Summer Reading Program**

- a. There has been significant attendance and interest in the SRP both among children and their parents.
- b. The Wednesday story time readings and special topic presentations continue to have excellent turnout and patron engagement.

#### **D. Pacific Northwest section**

- a. Staff continue to add items to the PNW section, including both new purchases and transferring materials already owned by LULD.
- b. The adult PNW section is much further along than YA or juvenile
- c. Staff plan to make signs in addition to using shelf label holders to mark the section

#### **E. Internships**

- a. Jessica Osorio is digitizing historical documents
  - i. She will create a poster highlighting some of what she found
- b. Osorio is also helping with bilingual story time and library assistant duties
- c. Pacific Northwest Internship will be advertised soon
  - i. Will start mid-September when the college is in session

- ii. Number of hours per week to be determined
  - F. Roof replacement
    - a. Email exchange with City of Reedsport Manager Deanna Schafer
      - i. ZCS Engineering inspected - Report will be sent to LULD by Schafer when received by city
  - G. Pilcrow Foundation
    - a. \$1200 grant purchased 66 children's books selected by Kuestner from list provided by Pilcrow, with 15 alternate titles if any of those selected are unavailable
  - H. Saturday hours
    - a. Patrons appreciate having LULD open until 4:00 pm on Saturdays
      - i. Broussard will keep track of patron count after 2:00 pm to evaluate the popularity of the extra two hours
      - ii. Jonathan Moore and Broussard have been splitting the Saturday shift
      - iii. Osorio covered Broussard's lunches while Jonathan Moore was on vacation. Broussard remained in the building in case needed
  - I. Interlibrary loan
    - a. There were initially technical difficulties, which have mostly been resolved
    - b. Forms available on the website. Patrons now have the ability to request items from other libraries but this has not happened yet.
    - c. Sherry Paul from the Friends of the Library suggested having an event with food to promote interlibrary loan
      - i. Kuestner supports having such an event, but wants to have a more general "new to the library" event instead.
  - J. Credit Card
    - a. Kuestner has been using the Amazon credit card to pay bills. Amazon points are earned whenever the card is used, which can be used to buy discounted items on Amazon.
      - i. Kuestner used Amazon points to purchase four books for a total of \$0.12 using points
      - ii. Terry Moore would like to link this credit card to books that the Friends of the Library sells on Amazon
- (Goorhuis arrived at 6:30 pm)
- b. Umpqua Bank credit card in Goorhuis's name has not been working since early June
      - i. Goorhuis will discuss credit card with Umpqua Bank
      - ii. Application for new Umpqua Bank credit card received - name on card and credit limit will be discussed further at the September meeting.
- K. Carpet Cleaning
    - a. B and B Janitorial cleaned the carpet 07/31/2023
    - b. Staff and volunteers worked to move everything on Saturday, 07/29, and return items Tuesday, 08/01, before LULD opened.
  - L. Programs
    - a. Genealogy

Kuestner plans to hold a program in either October or November in which he will instruct patrons on genealogical research. He purchased genealogy-related books via Ingram and will hold the program after the books arrive.

- b. Orienteering  
Kuestner plans to create an orienteering course within the library district and has visited locations in the district to obtain coordinates and clues for use in the course. Lilly will also participate in gathering these. A start date for the course has not yet been determined. Participating patrons will be able to borrow umbrellas and compasses to assist in the course. Trekking poles were also purchased but it is yet to be determined if these will be available for checkout or will be prizes for winners. Funding was provided by the OHSU Walking Study grant.
- c. Bats/Bees/Dogs
  - i. The Umpqua Beekeepers Association, the K9 Shelter, and local couple Kim & Randa visited LULD to give talks about bees, dogs, and bats respectively. These programs were each very popular with patrons. There is patron interest in having the beekeepers come back for a second presentation.
- M. PERS Retirement
  - a. PERS was discussed but there was uncertainty regarding the rates that would apply to LULD. Kuestner will look into this and the topic will be discussed again at the September meeting.
- N. Hotspots from grant - T-Mobile vs. Verizon
  - a. 5G hotspots, laptops, and laptop cases will be purchased with LSTA grant funds.
  - b. Former lead library assistant, Max Bright, may teach computer classes to patrons on Sundays using the laptops.
  - c. Hotspot carrier - it was decided to stay with T-Mobile for the three new hotspots
- O. Check payments for new board members
  - a. Letter reviewed and signed to add Lilly and Eberlein and to remove the outgoing board members Tara Adams and Lee Bridge
- P. Reviewed Minutes from July 11, 2023 - approved by 4-0.

## **New Business**

- A. Substitute library assistant
  - a. Board suggested Kuestner discuss with staff to assess staff preferences for having a substitute library assistant.
  - b. Kuestner is to evaluate the number of regular weekly hours, how often a substitute would be needed, on call issues, etc.
- B. How to handle patron accounts with excessive fines
  - a. Kuestner showed the board a list of patrons with excessive fines
    - i. Staff will review records, look for books on shelf, and contact patrons to request that they either return long overdue materials or pay their fines
    - ii. Kuestner will review LULD policies to determine if there are existing policies regarding penalizing patrons with long overdue items

- iii. Thomas suggested "Library Forgiveness Day" for patrons with fines of \$10 and under
- iv. Board suggested anything over \$10 - first check the shelf for missing item, second contact patron, third send to collections

C. List of suggested titles for patrons

- a. Kuestner created a new spreadsheet, which staff can use to list titles that may be of interest to specific patrons. Staff may refer to this list as needed when patrons ask reader's advisory questions.

**Comments from Board Members**

- A. Gratitude and appreciation to staff
- B. Grandkids enjoyed the summer programs
- C. Possible events on Saturdays

Harris will not attend September meeting. Any board members who are not able to attend should contact Kuestner so the meeting can be rescheduled.

Next Meeting: Tuesday, September 12, 2023 at 6:00 pm

Meeting Adjournment: Eberlein adjourned the meeting at 7:53 p.m.

Submitted by:

\_\_\_\_\_ Date:  
Stacey Broussard - Secretary

Accepted as written or amended on (date) \_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Ron Eberlein - Vice President