

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, April 13, 2021  
Lower Umpqua Library

**LULD Board Members Present via Zoom:**

Ron Eberlein, Tara Adams, Lee Bridge, and Gary Goorhuis. (Marty Zdunich was absent)

**Community Members via Zoom:**

Colleen Eberlein  
Terry Moore  
Deanna Schafer

**Staff Present:**

Sue Cousineau  
Jennifer Mc Duffy via Zoom  
Elba England via Zoom

**Called to Order:**

Ron Eberlein called the meeting to order at 6:05 pm.

**Pledge of Allegiance**-Ron Eberlein led the pledge.

**Public Comments**-no comments.

**Review of the Meeting Agenda:** Ron Eberlein asked to add Sue Cousineau's evaluation to the agenda under New Business. **Motion** made by Gary Goorhuis to accept the agenda with the addition. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the motion.)

**Review of the Minutes of March 9, 2021:** **Motion** made by Gary Goorhuis to accept the minutes of March 9, 2021 as written. Seconded by Lee Bridge. Motion carried. (Eberlein, Lee, Adams, and Goorhuis voted in favor of the motion.)

**Finances:**

- Sue Cousineau asked if anyone had questions about the Actual vs Budget report that she had sent out. There were no questions.
- a. **Motion to pay the bills.** Sue Cousineau presented 23 checks for \$13,576.12 for March 12th to April 6th plus a check for \$1,800.00, for a total of \$15,376.12. **Motion** made by Lee Bridge to pay the bills in the amount of \$15,376.12. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Bridge, Goorhuis, and Adams voted in favor of the motion.)
- The checking account balance as of April 9th is \$184,995.17.

**Library Report**

a. **Staff reports**

- Sue Cousineau reported that the virtual programs are up and running. Tara Adams and

her daughter used a recipe from one of the databases and recorded it. It is on the website. There are three more virtual programs ready to go. Had to purchase programming to make some of this possible.

- Tara Adams has been a big help in getting Geocache in place. A different placement for the Geocache is being considered because there is another Geocache close to the library.
- The Board meetings are now being recorded on YouTube. Sue Cousineau asked the Board if the recordings should be video or just audio. Discussion. It was determined that they will be video.
- Sue Cousineau thanked Ron Eberlein and Lee Bridge for getting the plexiglass put up in her office.
- Sue Cousineau thanked Ron Eberlein for putting up lights in the custodial closet. There are now lights with covers on them. This had been an issue during the safety inspection.
- Ron Eberlein reported that the HVAC system had been down due to a broken blade on the fan that was rubbing and making noise. He was able to bend the other blades out of the way for a temporary fix. Florence Heating and Sheet Metal happened to be at the library the next day so they looked at it. There should have been an emergency system that could be used but it was not working correctly. They were able to get it to work until the new fan blade was installed. Ron Eberlein picked up a new fan blade and replaced it. The total cost of the repair was \$475. The library was without the main HVAC system for 3 days. Sue Cousineau suggested that in the future for the Board to consider ductless heat pumps. Having ductless heat pumps could also reduce the cost of electricity in the future.
- Two of the staff attended a STEM (Science, Technology, Engineering, Math) webinar. There is a STEM week in May, however, the library may not do anything special for that week since there are projects currently available.
- Sue Cousineau put together a list of all the training that she has completed and presented it to the Board. Tara Adams asked her what was her favorite training. Her response was the ones that dealt with law.
- March statistics were presented. There were 1,344 check outs, ebook and audio are up, the library was open more hours, there were 13,580 website visits, and there are 1,243 patrons. March was a good month.
- Sue Cousineau presented a letter that she wrote to legislators re: the American Rescue Plan Act Funding Request for Oregon's Special Districts. SDAO has requested that Special Districts write letters to request the federal funds that the state received be shared with Special Districts. Sue Cousineau asked the Board if there were any concerns. No concerns stated.

### **Action Items Follow Up and Report**

#### **a. Grants:**

- The LSTL grant is due in February 2022 and could be used for digitizing the newspapers. There is also an Oregon Cultural Trust matching grant due in May 2022 that could also help fund the digitizing of the newspapers. The grants are for about \$5,000 each through U of O.
- Sue Cousineau presented the current COVID precautions policy. She would like to revise the policy to omit numbers 8 & 9 which pertain to entering and exiting the building through specific doors. She recommended that patrons should be able to use any door

to enter and exit the library as do other businesses. **Motion** made by Gary Goorhuis to revise the COVID policy to omit numbers 8 & 9 and allow patrons to enter and exit through any door of the library. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Goorhuis, and Adams voted in favor of the motion.)

- b. **Library Foundation**-nothing has been done.
- c. **Little Libraries**-Lee Bridge has plans drawn up for them. It will be a couple of weeks before he is able to build one. Discussion. Sue Cousineau thanked Lee Bridge for working on this project.
- d. **COVID-19 Vaccine Requirements**-Sue Cousineau presented the policy and asked for feedback. Tara Adams wondered if it would be legal to require a COVID vaccine prior to employment. Ron Eberlein wondered if the reduction in work hours was legal. Discussion. It was suggested to have the SDAO attorney review the policy to make sure the language is legal.

### **New Business**

- a. **Policies**-Sue Cousineau discussed the exposure control plan. She explained to Deanna Schafer, Reedsport City Manager, what she was proposing as far as the City was concerned. She is looking to the City to provide the clean up and handling of Bloodborne Pathogens. Discussion. Deanna Schafer will have to investigate this further before making a commitment. She will contact Sue Cousineau with the findings.
- b. **Budget Cycle**-Sue Cousineau reminded everyone of the Budget Committee meeting to be held on April 20th at 6pm. She is working on the budget message and will email this and the budget package to the Board and committee members.
- c. **Review of the John Warden Reserve Fund**-Sue Cousineau suggested that this be reviewed on July 1st.
- d. **Vertical Housing Development Zone (VHDZ)**-Deanna Schafer presented information on this. The City is considering adopting an ordinance to help create more housing since there is a shortage. A Vertical Housing Development Zone (VHDZ) would be created in the Urban Renewal District to encourage development of mixed-use, multi-unit housing and rehabilitation of buildings. There would be a 20% tax exemption for developers. There would be no change in the amount of tax dollars that the Special Districts are currently receiving for the next 6 years due to the fact that there is an Urban Renewal District agreement in place for 6 more years. After the 6 years there would be an increase in tax dollars received by Special Districts for the increased value of the property. The tax exemption is 10 years. After that the Special Districts will receive taxes on the full value of the property.  
There is nothing to do unless the library wants to opt out of the District. To opt out the City must be informed in writing.  
Sue Cousineau asked for questions from the Board members. Discussion. All Board members are in favor of VHDZ.  
Deanna Schafer stated that she has not received any negative feedback from other Special Districts. Once there is 51% of the Special Districts in favor of this the City Council will move forward with an ordinance.  
Sue Cousineau thanked Deanna Schafer for the presentation.
- e. **Sue Cousineau's evaluation**-Ron Eberlein will be emailing the forms to the other Board members to evaluate Sue Cousineau's work performance. He would like them returned by the end of the month. A committee will be formed to review the evaluations and

present it to Sue. Discussion.

**Comments from Board Members**-none

**Next meeting:** Tuesday, May 11, 2021 at 6:00 pm

**Meeting Adjournment: Motion** made by Lee Bridge to adjourn the meeting at 7:14 pm. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the motion.)

Submitted by:

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

Date: 4/24/2021

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

Approved by:

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

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