

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
**Tuesday, October 22, 2019**  
Lower Umpqua Library Conference Room

LULD BOARD MEMBERS PRESENT:

Ron Eberlein, Lee Bridge, Gary Goorhuis, Pina Simmons. Deborah Yates was absent.

LULD STAFF PRESENT:

Sue Cousineau, Jennifer McDuffy

COMMUNITY MEMBERS PRESENT:

Terry K. Moore

1. CALL TO ORDER:

The meeting was called to order by Ron Eberlein at 6:06 p.m.

2. CITIZEN COMMENTS:

Terry K. Moore thanked the board for giving her the opportunity to speak regarding issues she feels are important to her, as well as others in our community, based on comments she has heard about the library. She expressed her concern that patrons were leaving their email accounts open on the computers. While using a public wifi computer during her volunteer time, the computer logged her out of her session, as it was almost closing time. Staff had to log back in with administrative privileges to allow her to log off the accounts she had open. She was concerned that this might be a security issue. Sue Cousineau addressed the issue, stating that it is the patron's responsibility using a public computer, to log off of all accounts when you are finished, or get the five minute warning From Cybrarian, which appears on the screen when your time is almost up.

3. REVIEW OF THE AGENDA:

The agenda was amended to add item D (Addcox Heating) to Action Items Follow-up and Report. **Lee Bridge made a motion to accept the agenda as amended. Pina Simmons seconded. The motion passed unanimously. (4-0)**

4. REVIEW OF THE MINUTES - REGULAR BOARD MEETING:

**Lee Bridge made a motion to accept the October 8, 2019 LULD board meeting minutes as presented. Gary Goorhuis seconded and the motion passed unanimously. (4-0).**

## 5. FINANCES:

### A. LIBRARY DIRECTOR'S REPORT:

Sue Cousineau reported that she and Gary Goorhuis reconciled the checking account, as well as the money market account. Lee Bridge said that both signatures should be on the reconciliation statement. Sue presented an account quick report, and reported the checking account balance to be \$27,549.89. Ron Eberlein pointed out that the check to him was a reimbursement for HDMI cables he purchased for James Freshman, our IT provider. Checks made out to Jennifer McDuffy were for meeting clerk pay for September, as well as mileage reimbursement for travel to Salem September 27, for the Summer Reading Summit (paid from the State Library to the district) and the staff development day in Roseburg, October 7.

**Pina Simmons made a motion that the bills listed be paid. Lee bridge amended the motion to read that Pina made the motion, but that the bills in the amount of \$7,968.33 be paid from the general fund. Gary Goorhuis seconded the motion and it passed unanimously. (4-0)**

Sue Cousineau presented a profit and loss statement from July 1-October 22, 2019.

Sue Cousineau received an invoice from James Freshman for IT services for \$993.25.

**Gary Goorhuis made a motion to pay the invoice from James Freshman for \$993.25. Pina Simmons seconded the motion and it was passed unanimously. (4-0)**

Sue Cousineau contacted Spectrum and the cost would be higher than the current Services through Comspan.

## 6. UPDATES:

### A. LIBRARY STAFF:

Jennifer McDuffy reported the September stats.

Sue reported that Shannon Arsanis has been having a large number at Preschool Storytime.

Sue Cousineau discussed library programs going on, and upcoming Friends of the Library "Community Partners" presentations, and book sale.

Arlene Weible from the State Library visited the library.

Sue Cousineau spoke with Valarie Johns from the North Douglas Library District to discuss purchasing from Ingram.

Sue Cousineau, Lee Bridge and Jennifer McDuffy met with Sami Pierson, Coos Bay Public library Director, to discuss requirements to join the Coastline library system. Sue and Lee Will be going over the costs involved.

## 1) COLLECTION DEVELOPMENT:

Staff will begin purchasing new items for the collection soon.

## 2) TECHNOLOGY PLAN:

A number of technology items have been purchased, and James has been paid, out of the technology grant funding.

## 7. ACTION ITEMS FOLLOW-UP AND REPORT:

### A. SDIS 2019/2020 BEST PRACTICES SURVEY:

Ron Eberlein met with Debbie McKinney on the Best Practices Survey, to complete the necessary requirements to receive discounts on the insurance. One is to show a public records request policy and form. Lee Bridge will put this together to be submitted by November 1.

### B. DOUGLAS COUNTY LIBRARY FOUNDATION GRANT:

Sue Cousineau took everyone over to the YA area to discuss ideas for moving bookshelves. She would like to put a desk with a computer in that area, and possibly some A/V in the conference room, if the district receives money from the Library Foundation. Sue will put together a proposal for items for the YA area.

### C. A/V EQUIPMENT LIST:

Lee Bridge would like to do more research on A/V systems and will get pricing for these.

**Gary Goorhuis made a motion to allow Sue Cousineau and Lee Bridge to put together a proposal for the Douglas County Library Foundation Grant. Pina Simmons seconded, and it passed unanimously. (4-0)**

### D. ADDCOX HEATING:

Ron Eberlein checked the heating and A/C unit, and did not see anything that looked out of the ordinary. He also did not see a leak. He was able to find a used blower motor for \$180. Sue Cousineau will contact Addcox about the estimates they were going to send, as well as Comfort Flow and Florence Heating and Sheet Metal for other recommendations.

## 8. NEW BUSINESS:

A. Ron Eberlein contacted Steve Thompson from TLC Computing about installing four more cameras. He gave Ron a quote of \$520 to install them. **Lee Bridge made a motion to have TLC Computing install the additional security cameras, not to exceed the \$520 quote and to be taken from the Douglas County Library Foundation technology grant funds. The motion was seconded by Gary Goorhuis, and passed unanimously. (4-0)**

B. Sue Cousineau is working with Cardinal Services on filing the necessary IRS forms. The

district will be required to file a form 944 form. She will contact the IRS and see if a form 941 can be filed instead for 2020. She asked all board members to bring in any important paperwork they may have at home.

9. COMMENTS FROM BOARD MEMBERS: None

10. NEXT MEETING:

**Regular LULD Board meeting - Tuesday, November 12, 2019 at 6:00 p.m.**

11. MEETING ADJOURNMENT:

**Gary Goorhuis made a motion to adjourn the meeting. Pina Simmons seconded and the motion passed unanimously. (4-0)**

Meeting was adjourned at 7:44 p.m.

Submitted by:

\_\_\_\_\_

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

Jennifer McDuffy  
Meeting Clerk

Accepted as written or amended on \_\_\_\_\_

Approved by:

\_\_\_\_\_

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

Ron Eberlein  
President