

**Lower Umpqua Library District
Board of Directors Meeting Minutes
02/11/2025
Lower Umpqua Library and Zoom**

LULD Board Members Present: Ron Eberlein, VP, Christine Thomas, Secy., Melissa Lilly, Dale Harris, Pres. (via Zoom), and Gary Goorhuis, Treas. (entered during 8b).

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

Community Members: Terry Moore, Colleen Eberlein (via Zoom).

1. Start Zoom.

2. Call to Order: Eberlein called the meeting to order at 6:03 p.m.

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

4. Public Comments: Dale Harris informed the board that, due to health reasons, he will be stepping down from his duties as President for the next 3-4 months, and that Ron Eberlein has agreed to act as President during that period.

5. Review of the Meeting Agenda: Lilly made a motion to accept the agenda as written, Thomas seconded, and the motion passed 4-0 (Goorhuis absent).

6. Review of previous minutes: Lilly moved to accept all the minutes as presented, Thomas seconded, and the motion passed 4-0 (Goorhuis absent).

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$15,626.20 (namely \$530.71 to Central Lincoln for electricity, \$2,500.00 to Joanne Bennett for the Port Umpqua Courier Archives, \$12,059.70 to Cardinal Services for payroll, and \$703.00 to SDIS for health insurance) and bills under \$500 totaling \$1,998.72, for a total amount approved of \$17,792.13. Lilly seconded, and the motion passed 4-0 (Goorhuis absent).

8. Library Report: Kuestner

- a. Library statistics report: Juvenile checkouts went down compared to last January, and Adult checkouts went up. The library added an "Archival" item type which is currently used for the Port Umpqua Courier (see 9h).
- b. Displays: (Goorhuis entered the meeting.) On top of the bookcases that house the YA Graphic Novels, Anime & Animation, Foreign Films, and Video Games, Kuestner placed wire display racks to feature those sections.

9. Action Items Follow-up and Report: Kuestner

- a. Excess items disposal: Debb Montclair is working on a list of items to be disposed of, but the library is waiting until the new computers are set up to decide which of the old computers to discard.
- b. Neighborhood Libraries (NLs): Lee Bridge (former LULD board member) suggested locating an NL in bookcases located inside the hospital.
Library staff and volunteers have been developing a system of sorting NL books by genre and making sure that each NL has a good mix of materials.
- c. Grants: LULD doesn't qualify for the teen internship grant this year due to receiving the grant twice in the last two years. The application for the LSTA grant is due later this month, but the State Library isn't sure whether this grant will be funded this year, due to current funding cuts at the Federal level.
- d. Computers: Cody said he should be ready to come in and set up the computers in 1-2 weeks. Currently, he is waiting for an updated quote from Deep Freeze.
- e. Policy updates: The board discussed minor changes to LULD policy ("RDP" > "RPD" for the Reedsport Police Department; and retaining references to full-time employees, so that employees working 40 hours/week will be accounted for in the policy). The board also discussed two versions of a trespass notice that Kuestner presented. Harris made a motion to adopt all the proposed policy updates except the one regarding personnel, and to adopt the trespass notice that requires authorization from the President or board; Thomas seconded, and the motion passed 5-0.
- f. Reconciliations: Debb Montclair and Kuestner are fully caught up with reconciling financial statements apart from the checking account statements.

- g. Director checklist:
 - Staff meetings are held monthly in the office, allowing staff to watch the circulation desk in case patrons need help while the meetings are underway.
 - Debb Montclair and Lia Hamilton finished their probationary periods. At the next meeting, Kuestner will present their evaluations and recommend that they receive a pay raise.
 - Kuestner began working on the upcoming budget in January, beginning by compiling prior year actual budget numbers. In the process, he completed the "Report in Lieu of Audit" to fulfill Oregon state requirements.
- h. Bound copies of the Port Umpqua Courier (PUC): LULD paid for the PUC volumes from Joanne Bennett, who delivered them. Staff processed them into the collection and they are now shelved in the back office, available to patrons (to view in the library, not borrow) upon request. Each week one volume is displayed near the circulation desk; staff track its use (like other in-library item use) and thus far it has been popular. The first two volumes (1917-1920) are too fragile to display, but the library has been displaying later volumes.

The North Douglas Herald was supposed to include a map in Kuestner's latest article, but they didn't include it. Eberlein requested that Kuestner's articles for the North Douglas Herald be posted on the LULD website.

Goorhuis asked how recent the library's PUC collection extends. Kuestner reported that the volumes were supposed to extend until 1979, but there are a couple of gaps (including the 1979 volume), and instead several later volumes were included extending to 1993.
- i. The next step for the library to join the Dolly Parton Imagination Library is to sign the Memorandum of Understanding (MoU) with the Reedsport Rotary. Lilly moved that LULD accept the MoU from the Rotary Club as presented, Thomas seconded, and the motion passed 5-0.
- j. Homelessness at the library: There is a homeless patron who has been using the library. Staff informed him that he couldn't leave his belongings in the library overnight. Since then he (or someone) has begun leaving belongings outside, hidden behind a bush on library grounds. Harris recommended not taking action yet, as long as the belongings aren't easily noticeable and aren't bothering patrons (and don't contain things such as beer bottles, marijuana, etc). Goorhuis expressed concern that other homeless people might start using the library as a place to store belongings. Kuestner will update the board on this issue next month.
- k. Board elections/candidates: The library is seeking to fill one board position (for the 2025-2028 term) and one budget committee position (to meet in April, and May if necessary). Two people have thus far expressed interest in these positions.

10. New Business: Kuestner

- a. Budget process: Kuestner presented a schedule for the budget process, adapted from previous schedules used.
- b. Overflow trash: The library has a large number of documents that need to be shredded, but the library's current shredder can only shred one page at a time. Additionally, there are documents that the library still needs to save, but if they were scanned and archived digitally then the paper copies could be shredded. Thomas recommended getting a bid for a decent scanner, determining how much material the library has to be shredded, and then exploring how much it would cost to either take it to Staples or buy a shredder.

11. Comments from Board Members: Thomas suggested using the South Coast Shopper to advertise open positions.

12. Next board meeting will be held on Tuesday, March 11th, at 6pm.

13. Meeting Adjournment: 7:01pm.

Submitted by:

_____ Date: March 6, 2025
Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____