

Lower Umpqua Library District
Board of Directors Meeting Minutes
7/8/2025
Lower Umpqua Library and Zoom

LULD Board Members Present: Ron Eberlein, acting President, Gary Goorhuis, Treasurer, Melissa Lilly, Secretary, Lee Bridge, and Dale Harris (via Zoom).

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

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

1. Start Zoom.

2. Call to Order: Ron Eberlein called the meeting to order at 6:05 p.m.

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

4. Swearing in of new board member: Gary Goorhuis and Lee Bridge were sworn in as board members.

5. Election of officers: Dale Harris declined to be nominated for President again, due to health reasons. He left open the possibility of taking up presidential duties again in the future. For president, Goorhuis nominated Ron Eberlein; Bridge seconded. For Vice President, Goorhuis nominated Bridge; Lilly seconded. For Secretary, Ron Eberlein nominated Lilly; Goorhuis seconded. For treasurer, Bridge nominated Goorhuis; Lilly seconded. The above slate of nominees was elected 5-0.

6. Public Comments: There was no public comment.

7. Review of the Meeting Agenda: 11j amended to "Weeding & genre labels". Goorhuis moved to accept the agenda as amended, Lilly seconded, passed 5-0.

8. Review of the minutes for June 10, 2025: Harris moved to accept the minutes as written by Jonathan Moore and Christine Thomas. Lilly seconded, and the motion passed 5-0.

9. Finances: a. Motion to Pay the Bills: Lilly moved to pay LULD bills as presented by Kuestner: bills over \$500 totaling \$21,092.98 (namely \$19,598.48 to Cardinal Services for payroll, \$731.80 to Douglas County Clerk for election fees, and \$762.62 to SDIS for health insurance) and bills under \$500 totaling \$5,144.98, for a total amount approved of \$26,237.88. Bridge seconded, and the motion passed 5-0.

10. Library Report: Kuestner

- a. Library statistics report: Monthly active patrons (the number of patrons borrowing items through Koha) and DVD checkouts were 20-30% lower than this time last year. Over the last few months, there has been a huge spike in periodical and electronics device usage (both borrowing and in-library use), with monthly periodical usage exceeding 200 for the first time in June.
- b. Displays: The Mystery/True Crime display in the endcap of the Adult Fiction section remains very popular. The Thriller display in front of the circulation desk was moderately popular. Recently, the library replaced it with an international display (fiction & nonfiction books about other countries). There continue to be multiple displays in the children's section for new & recently added children's books.
- c. Summer Reading Program (SRP) and summer school: 110 kids have signed up for the SRP so far, which is the highest so far this decade. 71 kids signed up during the kickoff party (there were about 100 people at the event total). Additionally, summer school classes (47 people thus far) have been visiting the library for special activities and to sign up for the SRP. Until recently, the library had a giant board game on the floor, which was very popular, in which the kids rolled giant dice and moved around the board, exploring different library sections. 28 patrons attended the firefighters' event.
- d. Janitorial service: Lia began providing janitorial services at the beginning of July and so far has been doing a good job. Bridge recommended writing a description for the janitorial position to aid in assessing and hiring for that position in the future.
- e. Internship: Jonathan Moore and Kuestner interviewed ten applicants and chose to hire Kie Smith, who has been helping with shelving and children's activities, and will be assisting with the games club.

- f. Dolly Parton Imagination Library (DPIL): So far, 40 kids have signed up for the DPIL. Kaylee Chrystal from the DPIL participated in the kickoff event (which was combined with the SRP kickoff) and helped sign up kids.

11. Action Items Follow-up and Report: Kuestner

- a. Cardinal Services/PTO issue: LULD sent the revised PTO policy to Cardinal, and they are reviewing it. Once Cardinal's Gabriela Mendoza responds to the library, she and Debb Montclair will go over the PTO numbers and make sure that the library and Cardinal are on the same page.
- b. Neighborhood Libraries (NLs): The Oregon Coast School of Art in Gardiner is closed until August and the Wilsons have not been responding to calls. They should return in August, and as soon as they can be contacted the library would like to install the sixth NL at the school. The library hasn't obtained a location for a seventh NL and is lacking some of the materials to build one, but if somebody wants to host an additional NL, the library could assemble the needed materials. Bridge reported that the Lower Umpqua Hospital is tentatively agreeable to having an NL outside their building. Lilly proposed that, if the school of art doesn't want to put up their NL right away, the library could offer to install it at the hospital instead. Goorhuis and Eberlein noted that a major motivation for building the NLs was to serve outlying areas of the library district, such as Gardiner, rather than putting them throughout Reedsport.
- c. Grants: Money from the South Coast Regional Early Learning (SCREL) grant is all spent, and Kuestner will be sending in the grant report by July 10th. Kuestner applied for the C. Giles Hunt grant several months ago, and the library should hear back from them by August. This is a \$10,000 grant that can be used for IT.
- d. Computers and IT services: Kuestner sent the board two quotes from Bandon IT and Integotec (of Roseburg). There is \$8,696 total in the IT line item of the budget for the 2025-2026 fiscal year. Kuestner was concerned that the \$4,366.00 installation cost from Bandon IT would be half of the IT budget for the year (Integotec's quote for initial setup was about a fourth as much). Kuestner suggested several means of supplementing the IT budget, if necessary: the C. Giles Hunt grant (see previous item, 11c), money left in last fiscal year's IT budget (\$5,126.63), or the John Warden fund. Harris previously requested additional details from Integotec to match the items in Bandon IT's quote. Kuestner communicated with Integotec, and they should submit a detailed quote by tomorrow, July 9th. If Integotec is chosen, Kuestner suggests getting the Platinum plan for the staff computers and the basic plan for the public computers. Ron Eberlein leaned towards Integotec simply due to the lower cost and their experience providing IT for the library in Yoncalla. Harris isn't uncomfortable going with Integotec, with the expectation that they might charge us for additional services due to the library lacking IT services for some time.

Harris made a motion to proceed with hiring an IT company once Kuestner provides the board with more information from Integotec, upon which the board will vote via email. Goorhuis seconded, and the motion passed 5-0.

- e. Updated policies/procedures: Library staff members specialize in different areas, so they have been documenting procedures to make that knowledge available to others in the future. Kuestner presented a completed procedure to the board that outlines how staff can locate and correct records in Koha that are not linked to items.

Some staff members consider it unfair that holidays which fall on a weekend are "moved" to a weekday to count as a holiday for the library director, but there is no similar policy for other library staff; i.e. they only receive holiday pay when a holiday falls on a day for which they happen to be already scheduled to work. The board disagreed and considers the current policy fair because the library director is a full-time, salaried employee, while other staff are not.

- f. Director checklist:

- Staff meetings are held monthly; the next one will be held tomorrow.
- Employee evaluations are up-to-date. Kuestner started keeping a list of points to bring up in future evaluations.
- Cardinal issues should be resolved soon (see 11a).
- Meeting minutes on the website are posted regularly.
- Kuestner posted in the South Coast Shopper to advertise the library's need for volunteers. The ad should be freely reposted indefinitely, since it counts as a community announcement. The library has a new volunteer who wants to help Stacey Broussard with weekly storytime; the volunteer passed the required background check.
- The Summer Reading Program is going well (see 10a).
- Landscaping: Kuestner presented a quote from Leo's Landscape Maintenance, similar to the quote from Bob Mairiel discussed last month—\$325 for the initial cleanup and then \$95 per month after that. Bridge offered to connect Kuestner with Northwest Landscaping or Kyle Barnes. According to Kuestner, the library reached out to various businesses and individuals in the area (including Northwest), but Leo's is the only business that responded (other

individuals who did respond don't have business insurance, which the board requires). Harris proposed that the library move ahead with the quote from Leo's for a year, because it has been many months that the library grounds have been neglected. Lilly moved to hire Leo's Landscape Maintenance for one year, Goorhuis seconded, and the motion passed 4-1. Bridge opposed the motion and favored continuing to explore other alternatives.

- g. Library phone: Some accounts need a cell phone texting number to complete two-factor authentication. Kuestner proposed getting a library cell phone that could be used for this purpose (instead of his personal phone), which could also be used to verify a Google Voice number for patrons to use on public computers. Harris raised concerns that a library cell phone would pass through the hands of multiple staff, and therefore no one person (such as the director) could be responsible for it. Bridge noted that two-factor authentication can be completed using email instead of text messages. Ron Eberlein raised concerns that patrons talking on Google Voice on a public computer, or on the library land line, would be disturbing to other patrons. Bridge and Eberlein questioned whether providing a phone to patrons is a problem the library needs to solve. Kuestner reiterated that phone access can be valuable to patrons who don't have a phone of their own but who need one to access public services, for example. He will continue exploring solutions to this issue.
- h. Donations: The library has been receiving a large number of donations, many of them in poor condition. Staff are working on a policy and signage stipulating what donations are acceptable to the library and the Friends of the Library, and where to take items that are not acceptable. Lilly recalled that Sherry Paul wrote a similar policy for the Friends.
- i. Homelessness at the library: Debb Montclair and Kuestner have told a patron multiple times not to eat or roll tobacco in the library, as well as not to take library stools outside, but he keeps pushing these limits. Harris recommended telling the patron that the board has set rules, and that staff must successfully enforce these rules or the patron will be trespassing. Lilly recommended telling the patron *why* these various rules exist: taking library furniture out of the building is considered theft, not smoking within 10 feet of an entrance is state law, no food in the library is a rule for sanitary reasons. Ron Eberlein recommended having the patron sign a dated agreement, with a staff member present to witness. Bridge added that if he refuses to sign the agreement, have a verbal presentation of the rules witnessed.
- j. Weeding & genre labels: The weeding project has slowed down recently due to staff being focused on other things. Kuestner ordered custom "time travel" genre labels through Amazon, which arrived recently.
- k. Items purchased for LULD by the Friends of the Library (FOL): a ThermoBind machine (to repair damaged books), a chair for staff to use once the third counter staff computer is installed, a new book cart, and caster wheels for the chairs that don't have them. The ThermoBind arrived, and Lia Hamilton has used it to repair one book, which worked successfully.

12. New Business: Kuestner

- a. Long overdue/lost books: Library staff are gradually contacting patrons who owe excessive fines. One patron hadn't responded to LULD, and between her and her guarantees had over \$400 in fines for lost items, but she returned many of them to the library in Florence, which Kuestner drove up to retrieve.

13. Comments from Board Members: Harris recommended sending a letter to the Friends of the Library (FOL) thanking them for their funds. Harris asked whether the FOL have moved forward with their 501c3 designation. Lilly reported that they have, and she is working on the paperwork.

14. Next board meeting will be held on Tuesday, August 12, at 6pm.

15. Meeting Adjournment: Bridge moved to adjourn the meeting at 7:30pm, Goorhuis seconded, and the motion passed 5-0.

Submitted by:

Jonathan Moore - Lead Library Assistant

Date: July 16, 2025.

Accepted as written or amended on (date) _____

Approved by:

Date: _____