

Lower Umpqua Library District
Board of Directors Meeting Minutes
6/13/2023
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, President, Lee Bridge, VP, Christine Thomas, and Tara Adams

Community Members: Terry Moore, Melissa Lilley, Ron Eberlein, Colleen Eberlein (by Zoom)

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

1. Called to Order:

Harris called the meeting to order at 6:04 pm

2. Pledge of Allegiance:

Harris led the Pledge of Allegiance

3. Budget Hearing: Harris called the hearing to order at 6:04 pm. No comments or objections to the 2023-2024 fiscal year budget. Hearing adjourned at 6:05.

Budget and annual financial motions: Bridge moved to adopt the 2023-2024 fiscal year budget as presented and approved by the Lower Umpqua Library Budget Committee. Adams seconded, and the motion passed 4-0.

Thomas moved to adopt Resolution 2023-2024-24 adopting the budget in the amount of six hundred seventeen thousand and sixty-four dollars (\$617,764.00) making appropriations, imposing and categorizing the tax of \$0.39 per \$1,000 for fiscal year 2023-2024. Bridge seconded, and the motion passed 4-0.

Thomas moved to adopt Resolution 2023-2024-25 to transfer \$5,000 from the General Fund into the Roof Replacement Reserve Fund in July of 2023. Bridge seconded, and the motion passed 4-0.

4. Public Comments: Terry Moore thanked Lee Bridge and Tara Adams for the time and experience they've brought to the library over the years.

5. Review of the Meeting Agenda: No changes made. Thomas made a motion to approve the agenda, Adams seconded, and the motion passed 4-0.

6. Review of the previous Board Meeting Minutes (May 2023): 1st bullet point under New Business: delete "through September". Thomas made the motion to adopt the minutes as amended, Bridge seconded, and the motion passed 4-0.

Review of the previous Executive Session Minutes (May 2023): Bridge made the motion to accept the minutes, Thomas seconded, and the motion passed 4-0.

7. Finances: Kuestner presented the last month's expenses in four documents: Account QuickReport of overall expenses, list of bills higher than \$500, full list of bills lower than \$500, and Quickbooks screenshot of credit card charges (including budget categories).

8. Library Report: Kuestner

- a. Library statistics report: CDs and DVD checkouts remain high (due to lots of newly added), as do magazines.

- b. Our display tables currently feature: PNW, Mystery, and Rock & Gem Society.
- c. The Pacific Northwest section is still in the process of being established. The endcap in the YA section is now reserved for New YA. New PNW and Classics have been integrated into the Adult New section.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: Kuestner talked to Peter Dybald, who was enthusiastic and said he'd sign the agreement, but we don't know when he will. Kuestner and Moore are searching for populated outlying areas to locate the last library. For Well's Creek and out Smith River, Bridge said Speedy Mart and Smith River Store are good locations, respectively. Discussion of how to service them.
- b. Homelessness at the library: No new issues. Someone was using the power outlet in the back alley, but Moore locked it again.
- c. The Summer Reading Program will start in a couple of weeks. Juneen and Stacey are working on that, making crafts, etc. We should talk to the English teachers at the school tomorrow (the last full day of school).
- d. Rotary Club presentation: Juneen gave a presentation about the library. There were a lot more people than expected, so the presentation was cut short, but the attendees showed much interest in the library.
- e. Internships: We're interviewing 11 people for the teen internship. Applicants don't have much previous work experience, so we sent out additional screening questions. We need to choose a project for the teen intern to complete. We're paying them \$13.50/hour (more than the new minimum of \$13.20). The other internship is for college students, and the Pacific Northwest section has already been chosen for their project.
- f. Walking study: ten people signed up for OHSU's health assessment, but only five showed up. We weren't able to find ten people in time for the first walk, so we can't do the walking study. But, they're letting us keep the money. Harris and Kuestner had the idea to buy FitBits (or an off-brand alternative, Thomas has one called DaFit), and use them as incentives for our own walking program. Kuestner will find out if there are restrictions on how we spend the money.
- g. Roof replacement: We have 4 bids. The roof inspection wasn't very good. There are some parts that could last for a while, but other parts they recommended we replace before the rainy season. Especially on the flat roof. Pioneer estimated \$1,800 to fix just the flat roof. The H-Vac system makes the flat roof more complicated and may have accelerated its deterioration. Bids are from Klaus (from Eugene), Pioneer (from Bandon; they did the inspection), Foley (Roseburg), and Rayburn (Coos Bay). (Bridge asked about Jack's. Juneen and Kuestner called, and got no response.)

Harris: The city hasn't allocated money for the library roof for this year. Bridge: They appear willing to reconvene. But the time to schedule roofing before the end of the season is fast running out. Harris: If we get grants, we should split them evenly between our portion and the city's portion.

Thomas made a motion to authorize Kuestner to reach out to Pioneer for a bid to fix the flat roof. Adams seconded, and the motion passed 4-0.

We could reach out to Kim Clardy, public works director for the city, for advice on potentially building another small roof over the flat roof, to shelter it.

(Jefferory Simmons and Dick Uramos joined via Zoom, briefly.)

- h. The Pilcrow Foundation grant is for children's books, and requires a matching grant from the community. \$400 from the community, plus \$800 from the grant, will buy approximately 71 books.
- i. Saturday hours: We delayed initiating the change (from 10-2 to 10-4), since Stacey couldn't cover the new hours without taking a lunch break. Jonathan and Stacey worked out a schedule whereby they split the day between them.
- j. Interlibrary Loan: Kuestner presented a sheet with ideas for policies: borrowing refers to our patrons getting books from other libraries, and lending refers to our books being lent to other systems. Kuestner suggested \$5 as a generic fee for our patrons to borrow, as well as for other libraries in Oregon we are lending to. For more distant libraries, a flat fee of \$15 would apply.
 Bridge: follow the policies on Policies and Operating Instructions. Policies provide general guidelines, Operating Instructions are more specific. Interlibrary Loan was already approved by the board, so Kuestner and the staff can write Operating Instructions.
- k. Credit card: Kuestner wants a credit card in his name. (The credit card recently stopped working, and the bank won't discuss it with Kuestner because the card is in Treasurer Goorhuis's name.) Harris agrees that that would be a good idea. Kuestner will go to the bank to request a card in his name, and also to roll over the CD. Kuestner will also obtain an Amazon credit card in his name.

10. New Business: Kuestner

- a. Easy Nonfiction section: Equivalent of JE, but nonfiction, instead of such books being mixed into the juvenile nonfiction or the easy fiction sections.
- b. John Warden CD renewal: Bridge moved we roll over at 4.25%, Thomas seconded, passed 4-0.
- c. Microfilm cabinet: Alex picked it up from the Roseburg Library, who gave it to us. They gave us microfilm containing old News Review issues
- d. Possible business contract change with James/Cody: James is giving his business to Cody. The business name will change, but they don't know to what yet. Once they have a name, we can rewrite the contract.
- e. Farewell to Tara and Lee: Cards were presented to each, both from the library staff and the board. Fruit was served.

11. Comments from Board Members: Bridge: perhaps we should entertain doing something for our volunteers, such as a lunch or gift. It was agreed that funding could come out of program expenses.

12. Executive Session: ORS 192.660 Personnel Issues: Library Director/District Manager 1 year evaluation: The session began at 8:00 pm and concluded at 8:19 pm with return to regular session.

Harris outlined the process with each Board member completing an evaluation in 8 areas which were reviewed by Harris and Adams. The performance with strengths and opportunities for growth was presented to him. Kuestner has good skills and expertise in his role as Librarian. He is doing well developing the knowledge and skills needed for the other role as manager. His performance overall met or exceeded expectations. In recognition of his first year of service, completed April 19, 2023, Bridge moved to award a performance bonus of \$1,500. Adams seconds the motion. The other two board members were in agreement and the motion passed 4-0.

The meeting concluded at 8:23.

13. Next board meeting will be held on Tuesday, July 11th at 6:00 pm.

Submitted by:

_____ Date: 7/5/2023
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____