

**Lower Umpqua Library District
Board of Directors Meeting Minutes
03/11/2025**

Lower Umpqua Library and Zoom

LULD Board Members Present: Ron Eberlein, VP, Gary Goorhuis, Treas., Melissa Lilly, Dale Harris, Pres. (via Zoom), and Christine Thomas, Secy. (entered at 7.)

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

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

1. Start Zoom.

2. Call to Order: Eberlein called the meeting to order at 6:00 p.m.

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

4. Public Comments:

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

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

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$20,214.58 (namely \$5,785.00 to SDIS for building insurance, \$723.00 to SDIS for health insurance, \$11,304.66 to Cardinal Services for payroll, \$1,836.00 to Bywater for Koha support, \$565.30 to Central Lincoln for electricity) and bills under \$500 totaling \$4,529.10, for a total amount approved of \$24,743.68. Goorhuis seconded, and the motion passed 5-0.

8. Library Report: Kuestner

- a. Library statistics report: Overall circulation statistics for this February are lower than last February, but higher compared with the last few months. One possible factor is that one of the library's most prolific borrowers has been away starting in February. *The Port Umpqua Courier* has been popular, with 35 in-library uses last month.
- b. Displays: from February into March the library has featured a combination of mysteries and true crime at the display near the circulation desk. Stacey Broussard put together a Dr. Seuss display in the Children's section in honor of his birthday. Graphic Novels, Foreign Films, and Anime are still displayed above those respective sections. One volume of the *Port Umpqua Courier* (rotating weekly) is also displayed near the circulation desk. A few patrons have requested to see other volumes, which staff bring out from the Office Closed Stacks section in the back.

9. Action Items Follow-up and Report: Kuestner

- a. Excess items disposal: Staff have been making a list of equipment for disposal. As Cody Robinson (Aethelwulf Computing Services) finishes setting up the new computers, staff will work with him to determine which computers, monitors, and other accessories will be put into use now or saved as backups, and the rest will be added to the list for disposal.

The Senior Center is interested in taking one of two of the computers the library is discarding. Cody would wipe the computers of all library-related data first. Eberlein noted that there is a disposal form for the library to sign with the Senior Center (or other interested organizations) before transferring old equipment to them.

- b. Neighborhood Libraries (NLs): The library has thus far received positive feedback for the NLs. Staff and volunteers have been sorting NL books in the conference room and storing them in the closet in the children's section (after clearing out extra holiday decorations stored there). Kuestner explored a location for a potential seventh NL in Ada (next to Siltcoos Lake on the north border of LULD).
- c. Grants: Kuestner applied for the C. Giles Hunt grant for \$10,000 to be used for technology. Kuestner utilized the staff development budget to buy updated grant directories (the library's existing copies were ten years old). The library also received information on grants through the Oregon Libraries ListServ. Kuestner will be attending a grant conference in Coos Bay next Tuesday.

Kuestner presented information on a grant from the American Library Association that will assist libraries in serving "New Americans" (immigrants and refugees). The board agreed that he should apply for this grant, which could potentially be used for hiring a bilingual intern.

The SDAO internship grant is available again; the deadline is in April, and it is a matching grant (e.g. LULD could receive \$3,000 and match with \$3,000 of its funds). Harris suggested that if LULD doesn't have the full amount to allocate, the district could ask for a smaller amount to match. Or, if LULD doesn't use the full amount granted, the remainder would simply be returned to the granting organization. The board directed Kuestner to apply for the full amount, and then determine how much the library can budget towards that activity. LULD cannot apply for the teen internship grant this year (since an organization can't receive the grant three years in a row), but LULD could apply for the college internship(SDAO) grant again.

- d. Computers: Cody Robinson brought some of the computers to the library in boxes a few days ago, and plans to begin the installation process this weekend. While here he fixed the library's color printer.
- e. Updated procedures: Kuestner presented updated instructions for library procedures, such as for modifying records in Koha, and processing items, donations, and neighborhood library books.
- f. Director checklist:
 - Staff meetings are held monthly, shortly after the board meeting.
 - Debb Montclair and Lia Hamilton's evaluations are current. Kuestner will discuss them in the executive session today.
 - Jonathan Moore figured out how to upload minutes to the new website configuration, and Kuestner is using the same method to upload his *North Douglas Herald* articles (found on luld.org under About > Library News).
 - For grounds maintenance: Kuestner hasn't found a landscaper yet, but he has been walking the library grounds every week to make sure they are clear of trash. Kuestner reported that the belongings previously hidden on the grounds are no longer there.
- g. Dolly Parton Imagination Library (DHIL): Goorhuis moved to accept the memorandum of understanding between LULD and the Dolly Parton Imagination Library as presented. Lilly seconded, and the motion passed 5-0.
- h. Board elections/budget committee: The library has received one application for the budget committee, from Amy Mast (a regular library patron). Lilly moved to accept Amy Mast as a member of the budget committee for the 2025-2028 term, Thomas seconded, and the motion passed 5-0.

One previous board member has expressed the intention to run for the board again (to fill Thomas's position which she will be vacating).

Goorhuis nominated Kuestner for the position of budget officer. Lilly seconded, and the motion passed 5-0.

10. New Business: Kuestner

- a. Budget meeting date/Budget issues: Debb Montclair recommended a CPA in Reedsport: Voellinger & Hill. Kuestner will contact them to see if LULD can hire them in the future.

The first budget committee meeting will be held on April 8. If the budget committee does not approve the budget at that meeting, a second budget committee meeting will be held in May. The budget hearing, at which the board will vote on adopting the proposed budget, will be held on June 10 (or potentially in May if the budget committee approves the budget at the April meeting).

11. Executive Session ORS 192.660 Personnel: Regular session ended and executive session began at 6:53 pm.

12. Comments from Board Members: Kuestner will be attending a friend's funeral, taking a day off on Friday to travel there.

13. Next Meeting will be held on Tuesday, April 8th. The budget committee meeting will begin at 6 pm, followed by the board meeting.

14. Meeting Adjournment:

Submitted by:

_____ Date: April 3, 2025

Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____

Lower Umpqua Library District
Board of Directors Executive Session Minutes
03/11/2025
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, Pres. (via Zoom), Ron Eberlein, VP, Christine Thomas, Secy., Melissa Lilly.

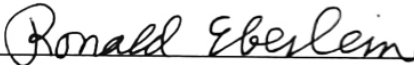
Staff Present: Alex Kuestner (Director)

The Regular session of the meeting was recessed at 6:53 pm and the Board held an Executive Session (ORS 192.660 Personnel Issues) to discuss the performance evaluations of library assistants Lia Hamilton and Debb Montclair for the end of their probationary periods. The Board was very pleased by their work performances and raises were discussed. The Executive Session concluded at 7:15 pm and the Board returned to regular session.

Submitted by:

 Date: 05/13/2025
Alex Kuestner, LULD Director/District Manager

Approved by:

 Date: 5-13-25

Lower Umpqua Library District
Board of Directors Regular Session Minutes (conclusion)
03/11/2025
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, Pres. (via Zoom), Ron Eberlein, VP, Christine Thomas, Secy., Melissa Lilly.

Staff Present: Alex Kuestner (Director)

Regular session resumed at 7:16 pm with comments from Board members. The Board approved of \$0.75 raises for both Hamilton and Montclair, with Hamilton's raise to go into effect on April 1st and Montclair's raise to be retroactive to March 1st. The Board said Hamilton and Montclair are doing an excellent job and hope they will continue working at the library for a long time. Thomas said she would attend the April 8th board and budget meetings via Zoom. Harris said he might do so as well. Meeting adjourned at 7:33 pm.

Next Meeting: Tuesday, April 8th at 6:00 pm

Submitted by:

Alex Kuestner Date: 05/13/2025
Alex Kuestner, LULD Director/District Manager

Approved by:

Ronald Eberlein Date: 5-13-25