

Lower Umpqua Library District  
**Board of Directors Meeting Minutes**  
**Tuesday, November 9, 2021**  
Lower Umpqua Library

**LULD Board Members Present:**

Dale Harris, Christine Thomas, Lee Bridge, and Gary Goorhuis. Tara Adams via Zoom.

**Community Members:**

Terry Moore, Sarah Beeler, Colleen Eberlein, and Ron Eberlein via Zoom.

**Staff Present:**

Sue Cousineau. Elba England via Zoom.

**Called to Order:**

Dale Harris called the meeting to order at 6:02 pm.

**Pledge of Allegiance:** Dale Harris led the pledge.

**Public Comments:** Terry Moore is on the Interview Committee and wanted to know the procedure for communicating with others on the committee. The process was explained to her.

**Review of the Meeting Agenda:** **Motion** made by Gary Goorhuis to accept the agenda as written. Seconded by Lee Bridge. Unanimous approval. (Harris, Adams, Bridge, Goorhuis, and Thomas voted in favor of the motion.)

**Review of the Minutes of October 12, 2021 Board Meeting:** Discussion. **Motion** made by Lee Bridge to accept the minutes of October 12, 2021 Board meeting as presented. Seconded by Gary Goorhuis. Unanimous approval. (Thomas, Goorhuis, Harris, Bridge, and Adams voted in favor of the motion.)

**Finances:**

- The Actual vs Budget report for July 1, 2021 to November 5, 2021 was sent to the Board members for their review. Sue Cousineau pointed out that Grants Revenue is 156% over budget, Payroll Liabilities/Benefits is 44.2%, Total Accounting/Review/Legal is 55%, and Total Grant Expenditures is 69.1%. These items will be discussed later in the meeting with the resolution.
- The review for FY 20/21 is completed and has been sent to the Board members for their input. The review has been sent to the State. The cost for the review is \$4,600.
- Sue Cousineau presented 14 checks for \$12,915.82 and a check to Ingram for \$584.04. The checking account balance at Umpqua Bank as of 11/5/21 is \$99,121.70. Discussion. A **Motion** was made by Gary Goorhuis to pay the 14 bills and the additional check as presented. Seconded by Christine Thomas. Unanimous approval. (Thomas, Bridge, Goorhuis, Harris, and Adams voted in favor of the motion.)

## **Library Report:**

- The statistics report is showing 1,400 patrons, 1,388 checkouts, 4 more virtual Storytimes were added, 66 virtual program views, 4 new Take & Make kits were made up, 31 Take & Make kits were distributed, and 3 Geocaches for the month. The website visits have doubled. Discussion.
- There are now 4 new virtual Storytimes with crafts available. Peachtree & Harper post until 12/31/21 and Penguin Random House Publisher post until 3/31/22, then they will need to go down. The Spanish virtual Storytime will go up on Friday.
- Ron Eberlein, Colleen Eberlein and Sue Cousineau worked on the landscaping on October 19th. It is now done.
- There was no custodial service for a week. Sue Cousineau wanted to compliment the staff for stepping up and taking care of the cleaning and anything else that needed to be done. They were wonderful about it.
- Sue Cousineau attended a training on public property/homelessness. Sue Cousineau noted that the landscaped area and the parking lot are public property so the homeless may use them. Discussion. It was mentioned that the City has a place for the homeless. Sue Cousineau will follow up on this with the City manager.
- Sue Cousineau took a training called Four P's of an Employment Decision, Policy, Practice/Precedents, Problems, and Paperwork.
- The staff has been cataloging items received. There is a massive DVD donation from Marty Zdunich that is also being added.
- There was a copyright issue which cost the library \$299.
- The Friends of the Library will be decorating for the holidays.
- An email was received in regards to the Consortium meeting. The Consortium will not be making any additional changes at this time. They will be waiting for a study that Mary Kay Dahlgreen from Lincoln County is leading. It is researching the feasibility of creating a network all the way down the coast. If it is feasible then there would be access to all of the materials from all of the coastal libraries and courier service for delivering them. This study should be completed in 6 months. Discussion.
- Sue Cousineau inquired as to how long to keep employment applications. Discussion. Applications will be kept for one year.
- Friends of the Library had a book sale on October 16th and brought in \$650 in 3 hours.
- Give a Book as a Gift sale will be held on December 7th and 21st. The sale will include new and almost new books. There will be someone gift wrapping items. Purchases will be by donation.
- The Douglas County Transportation Plan is on display at the library. People can vote on a form as to what projects are a priority to them. Discussion.

## **Action Items Follow Up and Report**

### **a. Grants**

- The Douglas County Library Foundation grant of \$3,000 has been committed. Sue Cousineau has applied for the \$5,000 grant for 2022.
- The ARPA grant is for the Neighborhood Libraries. Sue Cousineau said that Frank Barth offered to assist Lee Bridge with them. Discussion.

- The C. Giles Hunt Foundation grant is due at the end of February. Ron Eberlein has suggested that grants should be written for a ductless heat pump to replace the aging HVAC system. Discussion.
- Sue Cousineau is still working on funding for digitizing the newspapers. Discussion.
- b. **COVID Requirements**-A monthly review of the current restrictions was conducted. Given the current trajectory of the pandemic along with State and Federal guidance, the policy will remain: NO MASK, NO ENTRY to the facility. Mask must cover nose and mouth. The meeting room remains closed. Sue Cousineau mentioned that the Coos Bay library has started having Storytime activity again in person. She would like to continue doing Storytime activity virtually. The Board supports her in this decision.
- c. **Unemployment: Reimbursing Account vs Tax Paying Account**-Sue Cousineau has the documents ready for the change to a Tax Paying Account for unemployment. Board members will affix signatures tonight and she will submit them on December 1, 2021.
- d. **Library Director/District Manager**-Tomorrow at 6pm the Interview Committee will meet with applicant Sarah Beeler. Sue Cousineau introduced everyone to Sarah Beeler.

### **New Business**

- a. **Resolution 2021-2022-19**-Sue Cousineau presented the information pertaining to the resolution. The resolution was read by Dale Harris.

**Resolution 2021-2022-19 dated November 9, 2021, Resolution Adopting Appropriation Transfers for Lower Umpqua Library District General Fund/Library Operations Form LB 30**

A Resolution establishing the authorization to make appropriation transfers in the following line items.

Line Item 9 Payroll Liabilities/Benefits: transfer in \$6,000 from Line Item 29 (pg. 2) Operating Contingency to cover quarterly unemployment tax and other payroll liabilities/benefits.

Line Item 14 Accounting/Review/Legal: transfer in \$3,200 from Line Item 29 (pg. 2) Operating Contingency to cover the IRS payment for changes made to the December 31, 2020 Form 941.

Line Item 23 Grant Expenditures: transfer in \$13,000 from Line Item 29 (pg. 2) Operating Contingency to cover the ARPA grant \$7,681.73 and the Douglas County Library Foundation grant \$5,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lower Umpqua Library District hereby approve to transfer \$22,200 from the Operating Contingency to Payroll Liabilities/Benefits, Accounting/Review/Legal, and Grant Expenditures.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of November 2021.

**Motion** made by Gary Goorhuis to approve and adopt the resolution as read. Seconded by Lee Bridge. Unanimous approval. (Adams, Thomas, Goorhuis, Harris, and Bridge voted in favor of the motion.)

**Comments from Board Members**-none

**Next meeting:** Monday, December 14, 2021 at 6:00pm

**Meeting Adjournment:** Dale Harris adjourned the meeting at 6:55pm.

Submitted by:

\_\_\_\_\_ Date: 11/27/2021  
Elba England-Meeting Clerk

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Dale Harris-President