

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, November 26, 2019
Lower Umpqua Library Conference Room

LULD BOARD MEMBERS PRESENT:

Gary Goorhuis, Ron Eberlein, Lee Bridge. Absent were Pina Simmons and Deborah Yates.

LULD STAFF PRESENT:

Sue Cousineau, Jennifer McDuffy

COMMUNITY MEMBERS PRESENT: None

1. CALL TO ORDER:

The meeting was called to order by Ron Eberlein at 6:08 p.m.

2. CITIZEN COMMENTS: None

3. REVIEW OF THE AGENDA:

Gary Goorhuis made a motion to accept the agenda as presented. Lee Bridge seconded. The motion passed unanimously. (3-0)

4. REVIEW OF THE MINUTES:

Gary Goorhuis made a motion to accept the November 12, 2019 LULD board meeting minutes as presented. Lee Bridge seconded and the motion passed unanimously. (3-0).

5. FINANCES:

A. LIBRARY DIRECTOR'S REPORT:

Sue Cousineau presented the budget profit & loss statement, and quick report. She reported that the checking account balance as of 11/26/19 is \$61,731.99.

Sue Cousineau reported that the CD at Umpqua Bank is coming up for maturity on 11/30/19. They are running a special for 7 months at a rate of 1.49 percent, which Sue recommends.

Gary Goorhuis made a motion to allow Sue to renew the CD at the 7 month rate of 1.49 percent. Lee Bridge seconded the motion and it passed unanimously. (3-0)

6. UPDATES:

A. LIBRARY STAFF:

Sue Cousineau has two new volunteers that will need to have background checks. She reported that legally staff are not required to have them, as they are covered by the insurance, and they were background checked by the city.

Sue Cousineau contacted B&B Janitorial to get a quote to have the carpets cleaned. The quote received was for \$1,626.90 to clean all carpets (5,610 sf). **Lee Bridge made a motion to have Sue contact B&B Janitorial to have the carpet cleaning done, and pay them upon completion. The motion was seconded by Gary Goorhuis, and passed unanimously. (3-0)**

Sue Cousineau has place articles in the World and Umpqua Post newspapers advertising the board member vacancy.

Sue Cousineau decided to keep the library open on November 29, 2019, and will work with Melinda Farris that day.

Jennifer McDuffy reported on the October 2019 stats.

1) TECHNOLOGY PLAN:

James would like to have Windows 10 pro put on the last 4 public pcs.

Staff had 2 online meetings with Ingram representatives, to learn to set up the ordering page, and cataloging preferences.

Sue Cousineau spoke with Christy Cox at the Ford Family Foundation about the Dolly Parton Imagination Library, and would like to start putting that into place. Sue is still researching this.

7. ACTION ITEMS FOLLOW-UP AND REPORT:

A. STAFF AND VOLUNTEER BACKGROUND CHECKS: See above (Library Staff Report).

B. LIBRARY HVAC SYSTEM AND C.GILES HUNT GRANT:

Ron Eberlein received a quote back from Addcox Heating to install a ductless heating system in the conference room for \$3,957.00. Florence Heating & Sheet Metal came and checked both systems, and said the main system is fine, and the leak was not an issue. They looked at the system in the conference room, and said it could be repaired for \$200.00. Sue Cousineau contacted a representative at the C. Giles Hunt Foundation to see if the grant money received could be used for repairs, instead of replacement, and was told that it had to be used for a new system, as requested. Florence Heating & Sheet Metal will submit a bid to install a new ductless heating system in the conference room, and said the district could possibly receive a rebate from Central Lincoln for that. Sue would like to see the old system fixed at that cost, so that there is heat in the conference room until a new unit is

installed. **Lee Bridge made a motion to allow Ron Eberlein to contact Florence Heating and Sheet Metal, to repair the heat pump in the conference room, cost not to exceed \$500.00. Gary Goorhuis seconded the motion and it passed unanimously. (3-0)**

C. POLICY ON PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION. (P-007)

Lee Bridge amended policy P-007 to remove "NOTE: insert specific resources for each bullet below" from page 5, as well as changing the effective date to 11-26-2019. **Lee Bridge made a motion to accept Policy P-007 "Policy on Prevention of Workplace Discrimination, Harassment, and Retaliation" with the above named changes. The motion was seconded by Gary Goorhuis, and passed unanimously. (3-0)**

Lee Bridge asked each board member to review Policy P-004, to see if it might be eliminated, with the adoption of Policy P-007.

D. LIBRARY 100 YEAR ANNIVERSARY:

Sue Cousineau will be helping the Friends of the Reedsport Library with preparations.

E. LIBRARY PARKING LOT USAGE:

Lee Bridge met with City Manager Jonathan Wright, about people parking in the library parking lot. He said he will work with the district on enforcing the use of the lot for library parking and encourage nearby residents to park elsewhere.

8. NEW BUSINESS:

A. LIBRARY CARPET CLEANING: See above (Library Staff Report).

B. BOARD POSITION PLACEMENT:

Sue Cousineau has given out one application. See above (Library Staff Report).

Gary Goorhuis said that people could contact him if they have questions about the board.

9. COMMENTS FROM BOARD MEMBERS:

Ron Eberlein presented an article about the Douglas County Library Foundation. He received information from the SDIS about Winter preparations, and is making up a checklist for the library.

10. NEXT MEETING:

Regular LULD Board meeting - Tuesday, December 10, 2019 at 6:00 p.m.

11. MEETING ADJOURNMENT:

Lee Bridge made a motion to adjourn. Gary Goorhuis seconded the motion and it passed unanimously. (3-0)

Meeting was adjourned at 7:15 p.m.

Submitted by:

Date: _____

Jennifer McDuffy
Meeting Clerk

Accepted as written or amended on _____

Approved by:

Date: _____

Ron Eberlein
President