

**Lower Umpqua Library District
Board of Directors Meeting Minutes
5/9/2023**

Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, Pres., Lee Bridge, VP, Gary Goorhuis, Treas., and Christine Thomas

Community Members: Terry Moore, Ron Eberlein (via phone call)

Staff Present: Alex Kuestner and Jonathan Moore

Called to Order:

Harris called the meeting to order at 6:07 pm

Pledge of Allegiance:

Harris led the Pledge of Allegiance

Public Comments: Terry Moore: Stay aware of controversies regarding the closing of libraries around the country. Libraries are valuable for getting people out of their bubbles and bringing them together in public.

Review of the Meeting Agenda: Added item 9e: "SDAO". Goorhuis moved to accept this addition, Bridge seconded, and the motion passed.

Review of the Budget Meeting Minutes of April 2023: Terry Moore requested one correction, to the discussion on LB-30 p.2, paragraph 2: "Adamson and Bridge" to "Terry Moore and Bridge". Thomas moved to accept the budget minutes with amendment, Goorhuis seconded, and the motion passed 4-0.

Review of the Board Meeting Minutes of April 2023: Harris requested one correction, in Comments from Board Members on p.3: "board member volunteers" to "a board member volunteer". Goorhuis moved to accept the minutes as amended, Bridge seconded, and the motion passed 4-0.

Review of the Executive Session Minutes of April 2023: Thomas made the motion to accept, Goorhuis seconded, and the motion passed 4-0.

Finances: Kuestner presented an Account QuickReport and a screenshot of credit card charges. Thomas made the motion to pay the bills: \$504.16 to Ingram, \$9,854.14 to Cardinal Services, \$2,162.23 to Demco for endcap bookcases, \$642.02 to SDIS for health insurance, \$526.11 to Central Lincoln electricity, and the rest of the bills as stated, for a total of \$15,739.65. Goorhuis seconded, and the motion passed 4-0.

Bridge: We should also mention the source of the funds (e.g. "...paid from the general fund"). The board members also asked Kuestner to present the bills in two lists, with subtotals: one of every item over \$500, and another for every item under \$500.

Library Report: Kuestner

- Library statistics report: CDs checkouts were much higher, mainly due to the large number of new music CDs we have added recently. We will buy more hotspots as soon as we get grant money for them.
- Display tables: We have two back-to-back displays near the circulation desk. After being on the larger front-facing display for a month, a featured category will be switched to face in the other direction for the next month, before being phased out. Thomas asked if we will display anything for Asian-American/Pacific Islander history month.
- Pacific Northwest Section: The endcap bookcases arrived early. We started filling them with items (one bookcase for PNW fiction, and the other for new PNW and new YA). The YA and Juvenile sections have their own PNW sections.
- Magazines: We added many National Geographic and British Columbia magazines (the latter to PNW).

Action Items Follow-up and Report: Kuestner

- Community Neighborhood Libraries: Kuestner bought boards for shelves at Home Depot. We drafted an MOU to send to Peter Dyball, the landowner of the planned location for the Ash Valley library. Thomas suggested getting his phone number from another patron, in order to talk with him directly.
- Homelessness at the library: Patron who caused trouble has not returned. Someone else was sleeping in the parking lot but has since left.
- Pre-school story time: If attendance continues rising, Juneen said we might have to move it to the conference room.
- Answer to budget line item question from prior meeting: Kuestner presented a sheet with an explanation. Available Cash on Hand is the money we expect to have at the end of the current fiscal year. Total Requirements Not Allocated is the above, plus next year's anticipated income, minus funds allocated towards next year's budget. These two numbers are not normally equal.
- Teen Internships: We have two, one a matching grant for \$3,000 (plus \$3,000 from us), and the other for \$4,000. The matching grant is to hire a college student and assign them a project; Kuestner chose the PNW section: processing items and restoring local materials from the Roseburg library. The \$4,000 grant is for hiring a teenager; the majority of the grant is supposed to go towards salary, which, given limits on how many weeks & hours/week we are allowed to hire the teenager for, could mean paying them a high wage. Harris said that we cannot pay them more than our staff. Kuestner suggested various ideas for getting around this. Harris suggested finding out exactly how much we have to pay the intern before moving forward. Kuestner will ask during a webinar on May 16th.
- Walking Study: We have seven people fully signed up. Thomas suggested advertising on the public bulletin board at Sugar Shack and at Goorhuis's office, and putting a small bookmark in every stack of books we check out. Harris talked with Dunes clinic.

- Roof replacement: We have \$15,000 currently in the fund, and will put in \$5,000 more this year. Kuestner has received one quote thus far, but it was higher than expected (\$62,198). The city will pay for half, and wants us to get at least three bids. Bridge recommended Jack's Roofing. The board is in favor of getting the roof inspected to see if it will last a few more years. Goorhuis moved that we see about an inspection of the roof, to find out how urgent it actually is. Bridge seconded, and the motion passed 4-0.
- 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.
- LULD Covid Policy Monthly Review: Harris: Recommendations have ended as of May 11; we can remove this from action items, to be returned if things change.

New Business: Kuestner

- Local Saturday hours: Stacey wants to have two more hours on Saturdays, and take them from her Thursday hours (open 10-4 on Sat, she works 9:30-4:30). Thomas said staff approval is needed. The board agreed to try out these new hours for six months.
- Rotary Club Presentation: Juneen prepared a 25-minute presentation, which she showed to Kuestner. Terry asked if the public can attend. Goorhuis said yes, just inform the Rotary Club beforehand.
- Summer Reading Program (SRP): Teenagers will be making milk carton bird feeders, paper dragon kites, plant pots, and taking part in a scavenger hunt.
- All-Season Reading Program ideas: Kuestner's has ideas for an adult reading program: Everyone tries to borrow three titles from each category (e.g. PNW, Classics, locally published, etc.) to encourage more interest in different sections of the library. Prizes could be offered for those who complete the most overall. We could start during the SRP, for adults to have something to do when their kids come in, and then decide whether to continue during other seasons.
- SDAO: SDAO and SAIF have changed the way they handle workers' comp, and are asking us to sign off on it. Harris and Thomas: contact Bisnet, and clarify what they're asking for. We'll probably sign up.

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.

Executive session began at 7:31 pm.

Returned to regular session at 7:50 pm.

Meeting ended at 7:52 pm.

Next board meeting to be held on Tuesday, June 13th at 6:00 pm.

Submitted by:

_____ Date: 5/17/2023
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____