

**Lower Umpqua Library District
Board of Directors Meeting Minutes
07/16/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Secy., and Melissa Lilly.

LULD Board Members Absent: Gary Goorhuis

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

Community Members: Colleen Eberlein, Terry Moore.

1. Start Zoom.

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

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

4. Public Comments: Colleen Eberlein read a statement regarding her work as a volunteer: special supplies needed for putting Mylar on books, of which she had requested replenishment before they ran out, weren't ordered until after they ran out, delaying her work by two weeks.

Terry Moore called the new water fountain "very cool", and also raised concern regarding the new COVID FLiRT variant, proposing that the library consider again masking and/or placing warning signs.

5. Review of the Meeting Agenda: Amendments: Eberlein noted the duplication of item 10c/10e "C. Giles Hunt Grant"; item 10e was removed. Items added: 11g, 11h, and 11i. Thomas made a motion to accept the agenda as amended, Lilly seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Eberlein moved to accept the Budget Committee and Board of Directors meeting minutes of 11 June 2024 as presented, Thomas seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$14,067.60 as listed (namely \$703.00 to SDIS for health insurance, \$12,187.56 to Cardinal Services for payroll, \$637.38 to iRead for SRP materials, and \$539.66 to Central Lincoln for electricity) and bills under \$500 totaling \$2,229.58, for a total amount approved of \$16,287.18. Lilly seconded, and the motion passed 4-0.

8. Library Report: Kuestner

- a. Library statistics report: Circulation statistics: LULD print checkouts were close to 800, which is significantly higher than June last year and one of the highest numbers LULD ever recorded..
- b. Displays: The display facing the circulation desk now features books from the Library of Congress. The display facing the back of the building contains books, DVDs, and magazines related to prehistory.

10. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: A patron named Rico Duval is near completing one unit, which will be placed at Smith River Store. The LDS church has one unit near completion (to be installed at the pool).

- b. Roof: The city accepted Pioneer Roofing's bid for the roof replacement. The library paid half the bill, which amounted to \$31,500. Now that the library has paid, Pioneer should start work soon. Harris is comfortable with this arrangement (LULD paying its full share of the bill up front) only because the library building belongs to the city, who hired Pioneer, so any issues with the contract will be the city's responsibility.
- c. The C. Giles Hunt Grant can broadly be used for technology and support. Cody Robinson is looking for deals on bulk discounts to purchase multiple computers together, to replace the library's public computers. Kuestner introduced the idea of buying a color printer and making it available for patrons and staff. The Board requested additional information regarding charges, ink cost, maintenance, and expected use by patrons.
- d. In his monthly North Douglas Herald article, Kuestner highlighted the summer reading program, events held at the library during the month of July, and various items that LULD offers for checkout.
- e. (removed)
- f. Substitute library assistant: Despite advertising the position in various places, the library has only received one qualified applicant for the position, so Kuestner proposed interviewing her, and the Board approved.
- g. Internships: Kevin Bell's internship ended on June 30th. He did not work enough to use the full amount of the college intern grant, so \$282.84 was returned to SDAO. Kuestner and Jonathan Moore interviewed four candidates for the teen internship and hired David George. He began on June 20th and is working 30 hours per week. He was being paid \$13.50, but the minimum wage for this part of Oregon increased to \$13.70, so LULD will increase his pay accordingly. Youth Rising is paying an intern, Jeremiah Trevino, who is helping the library process books and DVDs.
- h. Shelving units from Coos Bay Library: LULD did not receive bolts to attach the wooden tops and sides to the metal shelving units, but they are still functional without them.
- i. Advertising budget use: Kuestner suggested using the the Accounting Review/Legal budget category for legal/budget advertising, and using the Advertising category for employment and programs advertising. Harris and the Board are wary of shifting the purpose of funds from the ways they have been used historically, but are open to finding funds for employment/programs advertising on a separate basis.

10. New Business: Kuestner

- a. The SelectBooks program is similar to the Dolly Parton Imagination Library, but for adults. The program will send libraries free books, and participating patrons can then submit reviews of the books, in order to receive more books. Additional details were requested by the Board.
- b. LULD's relationship with the local high school's library: LULD has received reports from patrons (but not authoritative) that the high school's library is closing due to lack of funds. If this is true, Kuestner would like to extend our library's support, possibly having a sort of neighborhood library at the high school, or offering them an institutional library card. The Board requested that Kuestner make additional attempts to contact the administration to find out the facts and then LULD can consider what role to take. A meeting between two board members, Kuestner, and school administrators may be needed.
- c. Portable microfilm reader and related ideas: Chemeketa Community College is offering a portable microfilm reader, which Kuestner thinks could be more useful for lending or storing than the larger reader we have. Thomas and Harris are not against accepting it but warn against acquiring more equipment, as the conference room is already cluttered.

- d. New kinds of reviews/audits: The type of review that LULD has done before with Isler no longer exists, due to changes in Oregon law. There are two types of reviews that the library could use going forward: an agreed upon procedures engagement (AUP) or a compilation (the latter being less expensive). If an organization spends more than \$250,000, they have to do an AUP. For this year, LULD's expenditures will be under \$250,00 (though they will probably exceed that next year, given the cost of the roof replacement). The Board wants to find out more information before making a decision, including the difference in price and whether doing the compilation this year would change the cost of an AUP next year.
- e. Pacific Northwest books: Kuestner went to Vancouver Island for vacation and bought an atlas of British Columbia, as well as other books related to the province. He used about \$330 from the Gardiner Women's Literary Club grant. This was to fill gaps in the library's Pacific Northwest collection.
- f. The Association of Small Rural Libraries conference will take place on September 11-14 in Massachusetts. Kuestner is considering vacationing near there, and bundling in a visit to the conference and also the Library of Congress's Surplus Books Program. He will put together a budget.
- g. Audio services for the vision disabled: Kuestner relayed a request from staff on behalf of a patron for audio signage that would aid the blind in navigating the library. Harris expressed that he knows that some people with different ability would like to be able to navigate on their own, but having staff assist them would probably be more appropriate/affordable for LULD, given how seldom this library encounters such needs. Additional information is needed regarding what other libraries of LULD's size do and what is available.
- h. Dolly Parton Imagination Library: Kuestner is still researching this program, and waiting for a response from the Rotary Club.
- i. Cardinal Services has implemented a new digital system for reporting hours and wages. Jonathan Moore was not aware of the library policy regarding vacation and sick leave, and some of the employee paystubs don't seem to reflect this policy in their accumulated hours. Harris: The Board will review the policy regarding vacation and sick hours, and determine whether to allow staff to retroactively submit for paid vacation time.

11. Executive Session ORS 192.660 Personnel: Harris

Juneen Powers submitted her letter of resignation.

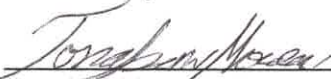
Harris called the Board to executive session at 7:15 pm. See additional minutes for the executive session and below for the remainder of the regular session.

12. Comments from Board Members:

13. Next Board meeting will be held on Wednesday, August 07th, at 6:00 pm.

14. (see continuation of regular session below)

Submitted by:

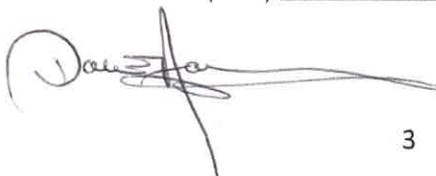


Jonathan Moore - Library Assistant

Date: July 26, 2024

Accepted as written or amended on (date) _____

Approved by:



9/3/2024

Lower Umpqua Library District
Board of Directors Meeting Minutes
7/16/24
Lower Umpqua Library

LULD Board Members Present: Dale Harris, President, Ron Eberlein Vice President, Christine Thomas, Secretary, Melissa Lilly

Not Present: Gary Goorhuis, Treasurer

Staff: Alex Kuestner

The Board returned to regular session from Executive session at 10:01 pm. Eberlein confirmed that the Oregon Minimum Wage for our area increased July 1st from \$13.20 to \$13.70.

Harris stated that the Board is pleased to have long time employee, Stacey Broussard, on the staff. Her evaluation recognizes the skills and effort she brings especially with collection development through her interactions with patrons. The Board gave assent to these sentiments. A pay increase was discussed, and Thomas made the motion to increase her hourly rate to \$16.00, retroactive to her hiring anniversary month, January. Eberlein gave the second and the motion passed unanimously, 4-0.

Harris next gave supportive comments for the positive evaluation received from Kuestner for Jonathan Moore. He has been especially helpful in managing the fees collected at the front desk accurately tallying them for deposit and is thanked for his adding a trip to The Library of Congress during a recent vacation. This contact has allowed the addition of several hundred surplus titles. The Board is in agreement to increase his hourly rate. A motion to increase his rate to \$15.50, retroactive to his hiring anniversary, September, was made by Thomas and seconded by Eberlein. There was no further discussion and the motion passed unanimously, 4-0. The Board also offers apologies to both employees for the delay in timely evaluations which will not occur in the future.

Harris summarized the evaluation of Alex Kuestner commenting that the Board is very satisfied with his performance as Librarian. He has developed new ways to engage patrons and expand the collection. The Board would like to see improvement in areas related to his role as District Manager and will refine a list of goals to satisfy those concerns. Administrative duties need to be prioritized and may limit the time he is able to devote to collection enhancement or expansion.

The Board accepts the resignation letter of Juneen Powers and discussed replacement options.

The Board discussed the next meeting date scheduled for August 12th. Two members are unavailable and an alternative date of Wednesday, August 7th is proposed. Kuestner will query members by email to assure this will be acceptable and if not a different date can be proposed or return to the usual date with only three directors attending is an option.

Meeting Adjournment: 10:12pm

Submitted by:



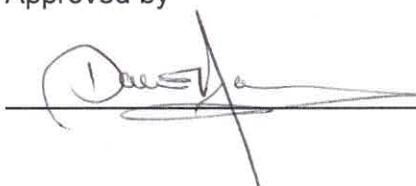
Dale Harris

7/16/24

Date

Accepted as written (or amended on) (date) _____

Approved by

 9/3/2024

Lower Umpqua Library District
Board of Directors Executive Session Minutes
7/16/24
Lower Umpqua Library

LULD Board Members Present: Dale Harris, President, Ron Eberlein Vice President, Christine Thomas, Secretary, Melissa Lilly

Not Present Gary Goorhuis, Treasurer

Staff: Alex Kuestner

Executive Session: ORS 192.660 Personnel Issues

The board entered executive session at 7:15pm and returned to regular session at 10:01pm. Confidential employee evaluations for Stacey Broussard and Jonathan Moore done by the library director, Alex Kuestner were reviewed. The board presented their evaluation of the Library Director Kuestner to him and discussed resignation/replacement of the Lead Library Assistant.

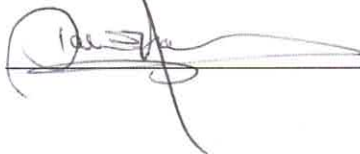
Submitted by:



Dale Harris, Date: 7/16/24

Accepted as written (or amended on) (date) _____

Approved by:

 9/3/2024
