

**Lower Umpqua Library District
Board of Directors Meeting Minutes
8/7/2024
Lower Umpqua Library and Zoom**

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

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

Community Members: Chris Adamson. Terry Moore (via Zoom).

1. Start Zoom.

2. Call to Order: Harris called the meeting to order at 6:07 p.m.

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

4. Public Comments: Adamson asked the board for permission (which the board granted) to work with Kuestner and staff to organize the library and help the library adjust to the many changes that have been made (to collection and shelving). (After making her comments Adamson left the meeting.)

5. Review of the Meeting Agenda: Goorhuis made a motion to accept the agenda as presented, Thomas seconded, and the motion passed 5-0.

6. Review of the previous meeting's minutes: Thomas noted that Lilly's name needs to be added to the executive session minutes, as well as the continuation (p.4) of the regular session minutes. Thomas amended "by" to "be" under 9b. Thomas moved to accept the minutes and the executive meeting minutes of July 16, 2024 as amended, Lilly seconded, and the motion passed 5-0.

7. Finances: a. Motion to Pay the Bills: Kuestner noted that bills are higher this month due to the end/beginning of the fiscal year. Thomas moved to pay LULD bills: bills over \$500 totalling \$26,673.14 (namely \$19,101.37 to Cardinal Services for payroll, \$754.94 for library supplies, \$693.94 for Interlibrary Loan, \$5,600.38 for Library2Go subscription, and \$522.88 for custodial supplies/services) and bills under \$500 totalling \$2,564.91, for a total amount approved of \$29,238.05. Lilly seconded, and the motion passed 5-0.

8 Library Report: Kuestner

- a. Library statistics report: Circulation statistics: Compared to July of last year, LULD print checkouts are significantly higher.
- b. Displays: Kuestner rearranged shelves and the rear-facing display is temporarily displaced.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries (NLs): LULD is still waiting for Oregon Coast School of Art, Highland Pool, and Riverbanks Speedy Mart in Wells Creek to sign memorandum of understandings. The Speedy Mart location may not be available anymore, as it recently changed owners, so it might be necessary to find a new location in the Scottsburg/Wells Creek area. Kuestner relayed Stacey Broussard's plan for restocking NLs, involving staff members and volunteers. Kuestner can be responsible for the Winchester Bay NL, and Lilly for the Gardiner one, etc. Lilly proposed that the library start by restocking the NLs semi-monthly; if that is overkill, monthly might be sufficient. Kuestner asked whether restocking volunteers would need to apply as a normal volunteer? Harris said that the concern would be whether they need to be covered for liability while they're restocking. The board

recommended that Kuestner ask SDAO what the standard practice is for libraries with neighborhood libraries.

- b. Roof: Replacement of the library roof is mostly complete. The entire main roof is finished, but there are some complications with the flat roof. Parts of the flat roof are soft underneath, and it is possible that repairs will cost extra. The HVAC system will need to be lifted off the roof for the roofers to fix the roof underneath it. On July 31st, Eberlein made clear to (Reedsport public works director) Kim Clardy that LULD wants to keep the HVAC system.
- c. C. Giles Hunt Grant: Kuestner will work with Cody Robinson to shop for computers.
- d. Kuestner sent the North Douglas Herald an article but they didn't have space to include it in this month's issue.
- e. Library Assistant: Kuestner has advertised the Library Assistant position. 37 people have "applied" on Indeed.com, but only two have actually submitted LULD's application form. Harris requested a hiring deadline from Kuestner, who named the end of the month. The board decided that two (or at least one) board members will be present for each interview, in addition to Kuestner and one staff member.
- f. Substitute library assistant: Kuestner and Jonathan Moore interviewed the one promising applicant, Deborah Montclair, who performed very well in the interview.
- g. Internships: The library has two teenage interns who will be working until the end of August: David George, paid from the State Library's teen intern grant, and Jeremiah Trevino, paid by Youth Rising.
- h. Shelving: Eight of the ten short shelves from Coos Bay Library are assembled. Three were used to expand the Classics section. Five are set up in the center of the building, to which Kuestner relocated the young adult graphic novels, anime, and video games.

Kuestner brought up several possibilities for acquiring inexpensive shelving via SDAO or Big Lots. Harris raised concern that involvement with reshelving projects isn't affording Kuestner enough time to focus on the managerial side of running the library.

Kuestner relayed that Adamson doesn't like the DVD carts, and wants to replace them with cantilever shelving. Harris stated that the board giving Adamson permission to work with staff to organize the library isn't giving her carte blanche to rearrange the library, and major decisions involving furniture would still require board approval. Kuestner also relayed staff's idea for finding a bookcase to replace the cart where Juvenile items are placed when they're ready to be shelved (there's not enough space on the cart for all the Juvenile categories).

- i. Retirement plan: Kuestner has been communicating with Todd Smithpeter of Ascensus and Cardinal Services in an ongoing process to figure out how Cardinal can manage staff retirement plan contributions each month.
- j. Cardinal services: Kuestner and Harris talked with Juneen Powers and she agreed with their solution regarding her vacation hours. Kuestner believes that LULD should update its policy regarding vacation hours and communicate that to Cardinal.
- k. Policy issues: Thomas made a motion to discard the policy of 2018 regarding Paid Time Off and amend the policy of 2021: The paragraph beginning "This allowance will be granted at the beginning of the fiscal year..." was removed, and "Full time" was deleted from the sentence "Full time employees shall use personal leave as sick leave." so that it applies to all employees. Lilly seconded. The motion passed 5-0.
- l. BOLI posters and policies: The BOLI website sells PDFs of policy-writing guides for Oregon employers. Kuestner and Harris decided to buy one and determine how useful it is before potentially buying more.

- m. Compilation agreement vs. AUP: The AUP (Agreed-upon Procedures) seems way too expensive (about \$15,000, but it would be billed on an hourly basis). Using the compilation agreement this year would cost about \$2-3,000, and shouldn't affect the cost of an AUP next year. If LULD is required to use the AUP next year, Kuestner suggested bidding out the audit to firms other than Isler. Thomas stressed the importance of determining whether capital expenses (i.e. the cost of repairing the library roof) count towards the \$250,000 limit.
- n. Conference: Kuestner budgeted that a full trip to Springfield, MA for the conference, then to Washington, D.C. to visit the Library of Congress, would cost about \$1,400. Harris expressed concerns that the director making the trip during September might put strain on library staff, who will be in the process of training new members. Furthermore, he echoed the concerns of Adamson, that the library needs to slow down acquisition of new materials and focus on organizing what is already in the building. Kuestner agreed to talk with library staff about their capability to cover operations while he is away.
- o. Computer support services contract: Jonathan Moore spoke with Cody Robinson about how long it would take him to replace the public computers. He believes it would take 3-4 weeks once the computers are acquired.

11. New Business: Kuestner

- a. Minutes organization: Kuestner has been reorganizing the minutes as they are presented on the website. He is organizing them by year in a drop-down menu. Eventually, he wants to digitize pre-LULD library minutes and archive them on the website. Also, he wants the "library history" webpage to have a written history (currently it is just a list of past directors). LULD would be happy to find knowledgeable volunteers in the community to write about the library's history.
- b. Stepladder idea: Broussard brought to Kuestner's attention that it is difficult for some patrons, volunteers, and staff to reach the top shelves in the library, particularly if the shelf height in the adult section is raised due the addition of cantilever shelves. Various types of stepladders were discussed, and Eberlein offered to bring a ladder from his home as an example. The board agreed that any acquired ladder should be for staff use, not for patrons, so it would only solve part of the problem posed by high shelves.
- c. Strategic plan update: The strategic plan on the library website is for 2019-2024. Harris wants the board to read the old plan and start thinking about how they want to update it.
- d. Updating policies and procedures: Many LULD policies are out of date and need to be updated. The board asked Kuestner to print out the latest policies and devise a plan to update them. Possibly policies could be parceled out to board members for review.

11. Executive Session ORS 192.660 Personnel: Harris called the board to Executive Session at 8:34. See separate documents for executive session minutes and a continuation of the regular session minutes.

12. Comments from Board Members: None.

13. Next board meeting date TBD (later determined to be Tuesday, September 10 at 6:00pm).

14. Meeting adjournment.

Submitted by:

Date: Sept. 6, 2024

Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____