

Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave. Reedsport, Oregon 97467

6:00 PM Tuesday, January 10, 2023

LULD Board Members Present: Dale Harris, Christine Thomas, Tara Adams, and Gary Goorhuis and Lee Bridge

Community Members: Ron Eberlein, Colleen Eberlein, and Terry Moore (online)

Staff Present: Alex Kuestner

Call to Order:

Dale Harris calls the meeting to order at 6:04 p.m.

Public Comment: No public comment

Review of the Meeting Agenda:

Alex Kuestner added insurance and elections to the meeting agenda. Lee Bridge made a motion to accept the agenda. Gary Goorhuis seconded the motion. Board approved 5-0

Review of the Minutes:

Gary Goorhuis made a motion to approve the minutes of December 13, 2022 and Executive Session minutes on the same date. Christine Thomas seconded the motion. Board approved 5 – 0

Finances:

A. Alex Kuestner gave an explanation of the credit card purchases. The board discussed paying bills by credit card and maintaining a record of purchases. The board consensus is that purchases made with the credit card will continue to be allocated to the appropriate funds in QuickBooks providing the necessary audit trail. Kuestner will provide the board at the monthly meeting the credit card bill and allocation information.

B. Gary Goorhuis made a motion to approve the bills in the amount of \$2,778.48 and Christine Thomas seconded the motion. Board approved 5 - 0.

Library Report:

A. Library statistics report

a. A comparison chart was provided that shows the percentage difference between 2021 and 2022 in the library statistics report

b. Alex Kuestner provided an overview of the data.

B. Display tables

a. A new table was added between the juvenile section and the DVDs. Christmas DVDs were displayed in December and health books were on display in January

C. DVDs

- a. Circulation has increased for DVDs.
- b. The library is in the process of placing genre labels on the DVDs.

D. Substitute library assistant

- a. The library's substitute assistant worked on special projects; processing and verifying books, as well as filling in for an employee on vacation.

E. Pacific Northwest section

- a. Alex Kuestner gave an update on the verification of the Pacific Northwest book collection. A library employee is making progress on updating the Pacific Northwest books in the KOHA system. Custom labels have been ordered for the Pacific Northwest books.
- b. Christine Thomas asked if there have been any book theft issues and Alex Kuestner reported that he has not seen that here.

F. Children's section reorganization

- a. Alex Kuestner explained how he reorganized the children's section to better suit the library's youth and juvenile patrons.

G. New Grants

- a. The Lapidary Society donation of \$300.00 was spent on geological books at different levels.
- b. The Ready to Read grant of \$1,990 has been received.
- c. Oregon Health and Science University Grant
 - i. \$5,000 dollars go towards the cost of patron participation and employee training. The hope of the grant is that the program can be patron lead at some point in the future.
- d. Mini Grant for Growing Libraries
 - i. This \$2,000 grant has been applied for by Alex Kuestner and Juneen Powers.

Action Items Follow-up and Report:

A. Neighborhood Libraries

- a. The materials are purchased and they are at a volunteer's house and are ready to be picked up by prospective builders of the modules.
- b. Some of the materials have arrived at LULD and are now being stored in the conference room.
- c. Seven signs have been purchased and will have our library logo and a description on them. With the remaining funds a sign was purchased to honor those who built the first LULD Neighborhood Library.
- d. The final report is being prepared for submission prior to the January 13, 2023 deadline.

e. Letters were sent to prospective builders to explain how to obtain materials and a copy of instructions on how to build them.

B. Homelessness at the library

a. The library patron who was trespassed has not returned.

b. Other homeless patrons have used the library but they did not cause any issues.

C. Preschool story time

a. Juneen Powers has been conducting In-person story time. There have been up to nine children attending each session.

b. Penguin and HarperCollins has been extended and the library can leave the current story times that have been recorded. Alex Kuestner is going to look into how many views the videos have.

D. End cap shelving

a. Harris suggested recent donations could cover shipping and the cost of one unit.

b. The board suggested that donors be contacted who might be interested in contributing to the process.

c. Kuestner is authorized to proceed with purchase after securing funding.

E. Alex Kuestner and the board discussed the possibility of a copy machine update to allow the patrons to print directly using a coin machine. The board discussed benefits and drawbacks. Alex Kuestner will research this idea further.

F. Alex Kuestner gave an update on the collection development surveys

a. The board discussed possibilities to encourage more youth to participate in the library after school.

b. Alex Kuestner mentioned that older patrons liked the inter library loan possibility mentioned on the development survey.

c. The possibility of different types of clubs were discussed.

i. Christine Thomas suggested that Mr. Kuestner reached out to the North Bend Library to ask to join their zoom book clubs.

G. COLA increases

a. Dale Harris gave an update on the cost of living and the board discussed the possibility of COLA increases. Northwest CPI increase of 7.1% is noted for the 12 months ending in November. It may drop below 7.0% for the year when December results are in. The projected increases in housing and food expenses, a portion of CPI, are well above 10% for the year.

b. Gary Goorhuis made a motion to provide a COLA increase of 7.5% for all LULD employees retroactive to January 1, 2023. Christine Thomas seconded the motion. 5 -0

c. The board discussed how the employee pay matrix works. The COLA increases will be entered into the pay matrix.

H. LULD Covid-19 Policy Monthly Review

a. Dale Harris gave a covid update. Covid and variants are still around. Wearing masks is encouraged.

New Business:

A. Insurance

a. Alex Kuestner gave an update on the liability and property insurance. The amount increased from 2022 by \$321.00

b. Gary Goorhuis made a motion to pay the general insurance bill at \$4,497.00 to SDIS. Lee Bridges seconded the motion. 5 -0

B. Election

a. Dale Harris plans to run for re-election to the LULD Board. Tara Adams and Lee Bridge announced that they would not be seeking reelection.

b. The board discussed how to promote the LULD Board openings.

c. Alex Kuestner will find out the application filing deadline for running in the election.

d. With Tara Adams leaving the board, the issue of recording minutes was discussed. No other board members who remain are able to provide this service. Kuestner will discuss the opportunity with current staff who would be paid their hourly wage for this service. If an employee is selected their schedule might need to be adjusted.

Comments from Board Members:

a. Dale Harris gave an overview about how the retirement plan for the Library Director who worked previously with eligibility after one year of employment. Kuestner will investigate how this was previously setup.

b. Dale Harris gave Alex Kuestner the contact information for Shepherd's Plumbing, which is owned by Brandon Shepherd of Elkton, Oregon.

c. Gary Goorhuis gave Alex Kuestner praise for his attention to detail and creative solutions

New Meeting:

Tuesday, February 14, 2023 at 6:00 p.m

Meeting Adjournment:

Meeting adjourned at 7:47 p.m.

Submitted by:

Date: 01/10/2023

Tara Adams

Accepted as written or amended on (date) _____

Approved by:

Dale Harris - President

Version 1.0 (Actually 1.1 since I added this. Remove this once adopted)