

Minutes 3/14/23 LULD Board Meeting

Lower Umpqua Library District
Board of Directors Meeting Minutes
Date 3/14/2023
Lower Umpqua Library and Zoom

LULD Board Members Present: Lee Bridge, VP, Gary Goorhuis, Treasurer, Christine Thomas, and Tara Adams

Community Members: Ron Eberlein, Terry Moore

Staff Present – Alex Kuestner and Juneen Powers

Called to Order:

Vice President, Lee Bridge, called the meeting to order at 6:05 pm

Pledge of Allegiance:

Bridge led the Pledge of Allegiance

Public Comments:

- Unlimited book club information was presented by Terry Moore, and she suggested that the library consider starting its own book club.
- Review of the Minutes of the February 14, 2023, Board Meeting.
- Motion to accept the minutes (after the correction of the word “set” to “accept”) was made by Goorhuis and seconded by Thomas. Motion passed 4 - 0.

Finances:

- Reviewed bills to be paid: Kuestner presented the bills with the largest expenses as \$4,700 to the CPA and \$550 to Central Lincoln.
- Credit card payment: Goorhuis made a motion to pay the credit card bill. Adams seconded the motion. Motion passed 4 - 0.
- General expenses: Goorhuis made a motion to pay the credit card bill. Thomas seconded the motion. Motion passed 4 - 0.

Library Report: Kuestner

1. Statistics – printed material checkouts went down

DVDs - 75% higher

Online checkouts significantly higher also

Total circulation was up by about 15%

2. Display tables:

Lapidary Society made one display with rocks and gems.

A second display has a “Mystery and True Crime” theme.

A third display is dedicated to Women’s History Month.

3. End caps: Kuestner ordered shelving units from Demco, and the expected delivery date is June 15th.
4. Music CDs: Kuestner bought 400 assorted music CDs from a Craigslist ad for a total of \$40 and his sister from Portland picked them up. Music CDs will fill the empty space between audiobook and DVD shelves.

Neighborhood libraries update:

- a) Kuestner contacted Baker Signs - they reported that the signs were almost finished.
- b) Kuestner said there was a need for additional neighborhood library bookshelves. Thomas made a motion to authorize Kuestner to spend up to \$300 for the bookshelves. Goorhuis seconded the motion. Motion passed 4 – 0.
- c) Legal concerns regarding NL (Neighborhood Library), on private property. Ash Valley landowner should be contacted by a representative from the library. Bridge suggested an MOU (Memorandum of Understanding). Although the location of the neighborhood library is on private property, it is on a main road near a group of mailboxes.
- d) Church of God expressed interest in building a NL and they are trying to recruit volunteers.
- e) Kuestner said the delay in getting NLs built is likely due to the patron perception that they are too large, and after seeing the blueprints, patrons do not communicate further.

Homelessness: Kuestner discussed the issue with a city councilmember who asked if Kuestner would share his police report with him. Kuestner agreed if the board approved, but he would remove any confidential information from the report first. The board granted permission.

Storytime: still a success, and the craft area is used by kids all week long. Attendance is growing and some are becoming regulars. Circulation for kids’ books increase these days as well.

Heaters: Around 3500 sq ft of the library will be heated by 2 units on opposite ends of the building. They will be installed soon.

Budget committee applications were handed to board members to review. The names of the applicants are Colleen Eberlein, Ron Eberlein, and Jason Hausmann. Thomas made a motion to accept the applicants for the budget committee. Gary seconded the motion. Passed 4-0.

Bridge moved the meeting to the next subject of deciding the Budget Officer position. Bridge stated that he emailed Kuestner a 129-page pamphlet explaining budget law, and asked if Kuestner had received it. Goorhuis made a motion to accept Alex as Budget Officer. Thomas seconded the motion. Motion passed 4 - 0. As a reminder, Kuestner stated that the date of the next budget meeting was April 18th (3rd Tues).

Kuestner stated that it was previously suggested by Dale Harris that Sue Cousineau train him for the Budget Officer position. Cousineau has offered to assist at the rate of \$60/hr with possible 15

hours of assistance. Goorhuis made a motion to approve up to \$900 for training. Thomas seconded. Motion passed 4 - 0.

Library Code of Conduct Policy: Kuestner bringing finished policy to April meeting

OCLC Interlibrary Loans: Kuestner explained the fees and benefits. \$821/yr fee - gives access to over 10,000 libraries and LULD (Lower Umpqua Library District) would be able to borrow books. May charge a fee per patron to help cover the cost, but LULD would not be able to loan books. \$750/yr – small library edition: allows LULD to lend but not borrow – speeds up library book processing by allowing access to their records as well. Kuestner recommended getting both for the first year, but if LULD does not lend enough books to make a difference, the small library service subscription can be dropped. Kuestner suggested waiving the fees (beyond the cost of postage) for local libraries and charging only for items sent out of state. Kuestner reminded the board that 87% of patrons surveyed showed interest in this service. Bridge made a motion to approve the purchase of both subscriptions. Adams seconded the motion. Motion passed 4 - 0.

Regarding promoting the new interlibrary loan service: Gary suggested a mass email posting a newsletter announcing the new service. Christine suggested adding an announcement at the end of every automated email sent to patrons. Terry said she has access to several hundred email addresses and could send out emails to them if the info was sent to her. This way she can preserve the confidentiality of the email addresses. Alex said we could begin promoting it as soon as we have the service, and everyone is trained in using it.

Walking study update: Study starts in May. Many patrons have expressed interest in this, but there is a formal procedure, and are some exclusions for library employees and board members. Umbrellas have been purchased for use during the study and they will also be available for loan. These have been added to the catalog and will be checked out for each individual before the walk and checked back in at the conclusion.

Kuestner gave an update on the grant applications. The LSTA competitive grant has been submitted. The other grant for children's books is being worked on by Powers and will be submitted before the April 1st deadline.

Applications for board positions: Enough applications have been submitted to fill all positions.

Video Games: Kuestner requested clarification regarding the discrepancy in video games – showing that 4 out of 9 on the school league website are shooter games and was of the opinion that the library could not purchase those types of games. Adams explained that the shooter games were not approved for use by the school board even though they appear on the original list. She added that most of the games are not on discs but online. Further consideration will be given to the subject and reported on later. Adams also added that the middle school has started an esports league and uses six arcade-like games. She said that her husband could send another email with these titles. She also mentioned that all players will need headsets. Thomas suggested not purchasing actual discs but giving digital access to something that gets updated frequently. Discussions followed centered around the use of shooter games and possible restrictions and accessibility to avoid possible censorship issues for the library. Bridge pointed out that it is not

the job of the library to censor, because that responsibility belongs to the parents. The other board members agreed, although Adams pointed out that pornographic material is not available at the library so some discretion must be used to determine what items to include in the library. A form can be created where parents can opt-in for their children to borrow these games. Policy guidelines will need to be researched and evaluated on this issue since waivers can create more issues. The discussion will continue at the April meeting.

Adams commented on the necessity of headsets for video game use. Kuestner stated that the library has some inexpensive headsets that can be used, although they are probably not high enough quality to be used exclusively for video games.

LULD Covid-19 Mask Policy Monthly Review:

April 3rd is the expected date that the state will remove the mask precautions. May is expected to be the national time frame for this announcement. Library status remains the same; masks are optional.

New Business:

Summer Internship grants: There are two available. Kuestner proposed an idea on how the library might use this grant money. He discussed projects that he would have the two possible interns do. One grant is a matching-funds grant, up to \$3,500, and the other is limited to 8 weeks and 20 hours per week - which may be awarded up to \$5,000. Since the grants are due during April, Kuestner will update the progress at the April meeting.

Bridge mentioned a few training sources for the budget committee chairman position.

Open comments and questions from board members:

Adams: She has copies of all her assignments in binders saved at the school library for students to access in case they miss days. She suggested that LULD also keep a binder, allowing students that show their Reedsport School ID to get copies made on weekends so they can study at the library.

Budget Session: scheduled for April 18th at 6 pm (the 3rd Tues instead of the 2nd Tues) so Dale Harris can attend.

Executive Session began at 7:36 pm

Executive Session closed at 8:00 pm

Next board meeting is Tuesday, April 18th following the budget meeting.

Meeting was adjourned at 8:01 pm.

Submitted by:

Date: 3/14//2023

Juneen Powers - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____