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

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

Community Members: Terry Moore, and Colleen Eberlein (via Zoom).

1. Start Zoom.

2. Call to Order: Harris called the meeting to order at 6:02 p.m.

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

4. Public Comments: None.

5. Review of the Meeting Agenda: Amendments: Eberlein added item 10c. Lilly moved to accept the agenda as amended, Thomas seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Amendments: Harris corrected Todd Smithpeter’s name under 3. and Thomas moved that we accept the minutes of Dec, 12, 2023 as amended, Eberlein seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Thomas moved that we pay our bills for a total of $12,626.75 of bills over $500 and $2721.14 of bills under $500, for a combined total combined of $15,347.89. Lilly seconded, and the motion passed 4-0.

(Goorhuis entered the meeting.)

   b. Quarterly financial report: Kuestner presented a document, showing the budgeted amount for each category, the amount spent fiscal year-to-date, the percentage of the budget spent, and the percentage spent by the end of the fiscal year if we continue spending at the same rate (if applicable).

   Kuestner noted that we’re close to spending all of Payroll Liabilities/Benefits category. He is concerned that we may exceed the amount budgeted for that line item by the end of the fiscal year due to changes in expenditures.

   Harris: Look at the cardinal bill, see if there’s anything they call “staff salaries”, then ask for more info at the budget training meeting on March 6th.

8. Library Report: Kuestner

   a. Library statistics report: Comparing this January to last, book circulation is up but DVD circulation is down. (Kuestner thinks this is because we were adding more DVDs this time last year.) Magazine circulation went down compared to last January.

   b. Displays: Several displays right now are focused on new and recently-added items: juvenile, Romance, magazines.
9. Action Items Follow-up and Report: Kuestner

a. **Neighborhood Libraries:** Peterson’s Cabinetry in Florence is building three NLs. Jonathan Moore transported materials from Shirley Dewey’s and the L.D.S. builders to Peterson’s. The cement bags have mostly (or all) solidified, so we will need to acquire more cement.

   Locations: the pool at Highland Elementary, Speedy Mart in Wells Creek, Smith River Store (Lee Bridge already installed the posts; we were thinking of having the Mormon Church install theirs there), and the art school in Gardiner. (Existing NLs are in Winchester Bay and Ash Valley.)

b. **Homelessness at the library:** Kuestner has noticed several homeless people hanging out at night on the porch on the West side of the building. Harris recommends that we drop this item from future agendas.

c. **Pacific Northwest section:** A Native American family expressed appreciation for books in the PNW section, for example a series of books teaching Native languages.

d. **Internships:** There are two applicants for the SDAO internships. Kuestner emailed them to see if they can work in person during the summer, but they haven’t confirmed yet. One lives in Yoncalla. The teen internship grant that we got last year is up for renewal.

e. **North Douglas Herald:** Kuestner showed the board an article that he wrote for the newspaper, which explains the locations and purpose of the existing neighborhood libraries and asks for suggestions as to where to put additional NL.

f. **Computers:** Cody proposed changes to be made to the public computers, to protect them and the data of patrons: configure them so that files get wiped every time a patron logs out, or can’t be saved to begin with, and also prevent patrons from installing software. Harris suggested that we could buy flash drives and sell them to patrons at cost, if patrons need a way to store files.

   Kuestner is concerned that we’ve had problems with patrons not returning hotspots, and laptops are much more expensive. Harris and Thomas suggested that we could have patrons sign and submit a deposit.

g. **Interlibrary Loan:**

   i. **International requests:** We got our first international ILL request, from a library in Canada. It cost $17 to ship, so we lost $2 on it. Kuestner thinks that for international requests we should charge based on the cost listed for that country on the USPS website. The board concurs.

   ii. **with Elkton High School:** Kuestner wants to set up a system whereby we can share books with the EHS library. Their patrons could see our catalog and vice versa. He has been in communication with Nancy Soleim, the librarian at EHS, and she seems interested in the idea.

h. **Magazines:** Kuestner wants to have displays featuring cross-format (magazines, books, CDs, DVDs) materials related to a common topic. Additional magazine subscriptions have been added lately and more patrons have been using them inside the library and a wider variety of titles have been borrowed. The first issues in subscriptions are much slower to arrive than books, which makes the long-term effect of the new subscriptions take longer to become clear.

i. **Programs:** The Friends of the Library are having Community Partner Presentations. They’re having a health-themed presentation, and Kuestner will give a genealogy presentation (probably in March).

j. **Retirement plan for employees:** Todd Smithpeter is working on the paperwork.

k. **Drinking fountain:** DK Plumbing doesn’t want to go through the permitting process. Kuestner talked to the city, and it sounds like all they need to do is fill out a single-page form (which he has). Harris has
suggested that we also talk to general contractors. Juneen Powers talked with the contractor working on her house, and he gave suggestions for plumbers.

l. **World Languages section**: Kuestner had the idea to promote Spanish and Chinese language materials with flyers at local Mexican and Chinese restaurants. (In a similar manner we could promote do-it-yourself type books at the local hardware store, etc.)

m. **Substitute library assistant**: We interviewed four applicants last week, and chose Debra Bohm as our preferred candidate. Her background check came back clean this week and we’re planning to hire her. She’ll be covering staff whenever staff are absent.

10. **New Business**: Kuestner
a. **Budget training conference**: Kuestner will attend a budget training conference in Albany on March 6th.

b. **Grants**: The check for the Douglas County Library Foundation grant has not arrived yet but probably will soon, based on when it arrived in prior years. The Gardiner Women’s Literary Club will present us with a grant for collection development in person on February 21st. Kuestner is planning to apply for the C. Giles Hunt grant, which has a deadline this month. We could ask for general collection development, or something more specific. The teen internship grant and LSTA grants are coming up, their deadlines are in March.

c. **Security camera system**: The U.P.S. for the security camera system failed, and now the security computer won’t power up fully. Cody thinks it might be a specific part, which he’s going to get. Eberlein thinks the whole unit will have to be replaced. Having the C. Giles Hunt grant cover the replacement of the camera system and other related items was discussed.

The board observed that Cody has been accumulating a longer and longer list of jobs that need to be done. We need to pursue a more consistent schedule with him.

11. **Comments from Board Members**: Harris asked Kuestner about dates when we will be going through the budgeting process, and Kuestner presented the schedule from last year. Harris said we need to move forward with confirming budget committee members.

Harris presented a $100 donation from the Reedsport Stamp Club, in memory of Gavin Warren from Coos Bay.

12. **Next board meeting** will be held on **Tuesday, March 12, at 6:00 pm**.

13. Harris adjourned the meeting at 7:28 p.m.

Submitted by:

__________________________________________ Date: Feb. 3, 2024

Jonathan Moore - Library Assistant

Accepted as written or amended on (date) __________________________

Approved by:

__________________________________________ Date: __________________