

**Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, January 11, 2022
Lower Umpqua Library**

LULD Board Members Present:

Dale Harris, Christine Thomas, Lee Bridge, Tara Adams, and Gary Goorhuis

Community Members:

Terry Moore, Rodney Moore, Chris Adamson, Colleen Eberlein (Zoom), Ron Eberlein (Zoom)

Staff Present:

Sue Cousineau

Called to Order:

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

Pledge of Allegiance:

Dale Harris lead the Pledge of Allegiance

Public Comments:

Terry Moore spoke about Coastline and its potential benefits to the members. She passed out articles and information.

Review of the Meeting Agenda:

Lee Bridge made the motion to accept the minutes. Christine Thomas seconded the motion. All voted in favor.

Review of the Minutes of December 14, 2021 Board Meeting:

Lee Bridge made the **motion** to accept the minutes of December 14, 2021. Christine Thomas seconded the motion. All voted in favor.

Christine made the **motion** to accept the Executive minutes. Lee Bridge seconded the motion. All voted in favor.

Finances:

A: Gary Goorhuis made the **motion** to pay the bills. Lee Bridge seconded the motion. All voted in favor.

B: Discussion in regards to how the finances are presented.

Library Report:

- a. Staff is working on:
 - i. adding DVDs to the library collection from donations
 - ii. Summer Reading Program is being worked on
 - iii. Collection Development

- iv. One County, One Book Reading Program
- v. Go Wild with Reading Program to Encourage Young Viewers
- vi. Storytime videos and crafts with a Spanish storytime and publishers are extending their permissions for a virtual storyteller
- vii. The length of employment of each employee was given
- b. Stats
 - i. Checkouts were lower than last month
 - ii. 110 views and 55 craft/science kits in December
- c. Donations
 - i. Bill and Nancy Huffman
 - ii. John and Marjorie Fryer
 - iii. Dale Harris and Michelle Petrofes
 - iv. First Interstate Bank
- d. Zoom Meetings
 - i. House Bill 2560 says that meetings do need to be online as well as in-person and that the library phone needs to be within reach during the meeting

Action Items Follow Up and Report

- a. Grants
 - i. LSTA+ODNP Grant for digitizing newspapers from 4/25/1914 - 4/18/1930
 - ii. Grant Received: 2022 Ready to Read grant for \$1,889.98 from a federal grant through the State of Oregon Library
 - iii. Lee Bridge shared a photograph of the Neighborhood Libraries progress which is funded through a grant
 - 1. Discussion about tentative plans for Neighborhood Library celebration
 - 2. Discussion about how large of a collection can go into the Neighborhood library, where the donations are coming from, and the size of the Neighborhood Libraries
 - 3. Discussion about adding a geocache being added to the Neighborhood Library
 - iv. Discussion about multiple future grants
- b. LULD Covid-19 Policy Monthly Review
 - i. Covid-19 guidelines and rules remain the same as last month
- c. State of Oregon Employment Department
 - i. Reimbursing Account vs. Tax Paying Account
 - 1. The library received a letter saying that a new bin was not needed, but when Sue Cousineau called she was told it was done incorrectly
- d. Library Director/District Manager (Benefits)
 - i. Discussion in regards to medical, dental, and vision benefits
 - ii. The addition of Juneteenth day equals ten paid holidays a year
 - iii. Discussion in regards to retirement benefits
 - iv. Discussion in regards to paid time off (PTO)
 - v. Discussion about the appropriateness of a physical exam prior to employment

- vi. Tara Adams made a **motion** to delete the physical exam in the personnel policy, and add the new schedule of 0-1 years of continuous service at the monthly accrual of 14 hours and a yearly accrual of 168.00 hours, 2 -5 years of continuous service at the monthly accrual of 16 hours and a yearly accrual of 192.00 hours, 6 -10 years of continuous service at the monthly accrual of 19.329 hours and a yearly accrual of 231.978 hours, 11 plus years of continuous service at the monthly accrual of 21.00 hours and a yearly accrual of 252.00 hours. Gary Goorhuis seconded the motion. All voted in favor.

New Business:

- a. Discussion in regards to Interview Process
 - i. Dale Harris will start with a general invitation for the applicant to introduce themselves
 - ii. Lee Bridge will narrow down the list of questions
 - iii. Executive Sessions are set for January 25, 2022, January 26, 2022, and February 1, 2022 at 6:00 p.m.
 - iv. Vote on which candidates to interview

Comments from Board Members: None

Next Meeting: Tuesday, February 8, 2022, at 6:00 pm

Meeting Adjournment: Dale Harris adjourned the meeting at 7:51 p.m.

Submitted by:

_____ Date: 1/11/2022
Tara Adams - Board Secretary

Accepted as written or amended on (date) _____

Approved by:

_____ Dale Harris - President