

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, March 10, 2020
Lower Umpqua Library Conference Room

LULD Board Members Present:

Ron Eberlein, Gary Goorhuis, Marty Zdunich, and Lee Bridge. Pina Simmons was absent.

Community Members Present:

Terry K. Moore

Staff Present:

Sue Cousineau

Elba England

Called to Order:

Ron Eberlein called the meeting to order at 6:05 pm.

Citizen Comments: Terry Moore said that books by Allen W. Eckhart have been very popular in the Amazon sales and is looking for more books written by him to sell.

Review of the Agenda: **Motion** made by Lee Bridge to accept the agenda with the additions of bank signature cards, TDAP, and policy review under new business. Seconded by Gary Goorhuis. Unanimous approval.

Review of the Minutes: **Motion** made by Lee Bridge to approve the February 11, 2020 minutes with the addition of Marty Zdunich's name listed as Board Members present. Seconded by Marty Zdunich. Unanimous approval.

No quorum to approve minutes from January 14, 2020. Will need to wait until Pina Simmons attends a meeting.

Previous meeting's motion should have been a Resolution-Ron Eberlein pointed out that the motion to approve a transfer of funds made at the February 11th meeting should have been a Resolution. Resolution No. 2020-2021-10 dated March 10, 2020, Resolution Adopting An Appropriation Transfer for Lower Umpqua Library District states "A resolution establishing the authorization to make an appropriation transfer due to lack of funds in the Insurance Line Item 24 of the Requirements Summary of the Supplemental Budget in September 2019. The cost of insurance increased \$713.00

therefore \$400.00 is to be transferred from the Operating Contingency Line Item 29 page 2 of the Requirements Summary of the Supplemental Budget in September 2019 to the Insurance Line Item 24. The purpose of the appropriation transfer is to pay the Special Districts Insurance Services Insurance bill of \$4,508.00.” There is a footnote of “This transfer was approved by a Proposed Motion on February 11, 2020. At the time the Lower Umpqua Library District Board of Directors did not realize the transfer needed to be approved by a resolution.” **Motion** made by Lee Bridge to approve the Resolution. Seconded by Gary Goorhuis. Unanimous approval.

Finances:

a.) Library Director’s Report-Sue Cousineau reported that the current bank balance is \$153,570.41.

Motion to pay the bills. Sue Cousineau presented bills to pay. **Motion** made by Marty Zdunich to pay the new bills. (total of \$9,699.50). Seconded by Gary Goorhuis. Unanimous approval.

The Friend’s of the Library’s money was incorrectly deposited into the LULD’s money market account in December. This error has been corrected. Sue Cousineau submitted mileage in the amount of \$61.83 for payment. This mileage was for attending the Local Budget Law class on February 20th and a grant writing workshop on February 28th.

Updates:

Working on Wi-fi printing. First year will cost \$498.75, a discount of \$1,500. The tech grant from Douglas County Foundation will pay for this as well as an all-in-one computer with Windows 10 pro, a cart, a charging station, and software for disabled individuals. Gaming for Junior High and High School students will be considered if there are funds available from this grant. A Tech meeting will be scheduled at a future date. Discussion about the public bringing in a flash drive or other device.

There have been 40 different children under the age of 5 who have come to Storytime this school year.

Bywater is requiring that each employee receive 4+ hours of training a week via a Zoom webinar.

Now set up to assist people filling out the 2020 Census 2020.

Have received a \$5,000 grant from Douglas County Foundation for the young adult area. A desk and chair are set up. Teens have already started using the area.

Sue Cousineau reported that she has approached three different organizations to be the 501c3 for the Dolly Parton's Imagination Library program and has been turned down by all three. Discussion to consider setting up a library foundation so that there is a 501c3 for this program and other grants.

Action Items Follow Up and Report

a.) C. Giles Hunt grant-Sue Cousineau applied for a grant for \$5,120 for lighting and library materials.

b.) Budget Cycle-Budget Officer nomination-Lee Bridge made a **Motion** to nominate Sue Cousineau to be the budget officer. Seconded by Gary Goorhuis. Unanimous approval.

c.) Douglas County Library Foundation grant for A/V-Lee Bridge looking for cabinet and microphone system.

New Business:

a.) Pest Control-Sue Cousineau got a quote from a local business, Columbia Pest Control, but costs were \$39 higher on a quarterly basis than the current service provider, Western Exterminator. Will be staying with Western Exterminator.

b.) Library Bags-Sue Cousineau requested to purchase 100 bags from JanWay for \$755 to sell to customers to protect library books. The bag will have LULD on one side and a saying on the other. Will make approximately \$2 a bag. Expenditure will be made out of office supplies. **Motion** made by Marty Zdunich authorize Sue Cousineau to purchase 100 library bags at the approximate cost of \$755 that will be sold for \$10 per bag. Seconded by Gary Goorhuis. Unanimous approval.

c.) Library roof-moss was removed and the gutters were cleaned by a City employee. He mentioned that the roof has less than 5 years left. Discussion.

d.) Copy machine-Marty Zdunich has been looking into costs. Discussion.

e.) 100th Anniversary Reedsport library-Event will be June 1-June 6. The Board is asked to make themselves available for the event. Marty Zdunich suggested having T-shirts for the event. He will get the costs. Discussion. **Motion** made by Marty Zdunich to put "Lower Umpqua Library District" on the front of the t-shirts and "Hosting" and 100 Years Anniversary logo and "of library service in Reedsport, OR" on the back. Seconded by Lee Bridge. Unanimous approval.

f.) Bank signature cards-Umpqua Bank signature cards for all 3 accounts were updated due to change in Board members.

g.) OR TDAP-Gary Goorhuis presented information about Telecommunication Devices Access Program (TDAP). This program would bring someone in to assist customers with learning how to use telecommunication devices. Sue Cousineau will review it further.

h.) Policy Review-Lee Bridge pointed out that the recent policies that were posted on the website were not in the proper format. The format for "Library Bill of Rights" and "Freedom to Read Statements" were corrected. "Code of Ethics" and "Policy on Confidentiality of Library Records" were edited and formatted.

Comments from Board Members: Board members are asked to call the library when they are not able to attend the Board meeting.

Next meeting: Tuesday, April 14, 2020 at 6:00 pm

Meeting Adjournment: Motion made by Lee Bridge to adjourn the meeting at 7:57 pm. Seconded by Gary Goorhuis. Unanimous approval.

Submitted by:

_____ Date: _____
Elba England
Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____
Ron Eberlein
President