

Lower Umpqua Library District
Board of Directors Meeting Minutes
8/23/22
Lower Umpqua Library and Zoom

LULD Board Members Present: Dale Harris, President, Lee Bridge, Vice President Gary Goorhuis, Treasurer, Christine Thomas

Not Present: Tara Adams, Secretary

Staff: Alex Kuestner

Community Members: Terry Moore, Ron Eberlein,
Via Zoom: Coleen Eberlein

Call to Order: Harris called the meeting to order at 6: 01

Pledge of Allegiance: Harris led the Pledge of Allegiance

Public Comments: Ron Eberlein comments about work being done in the library. Terry Moore positive comments also on updates being appreciative, Amazon book sales for the library, and she intends to follow up on eBay policies on book sales.

Meeting Agenda: Added to New Business:

- c) Staff resignation of Max Bright 9/15 (taking position with SWOCC
- d) Community Communication effort
- e) LULD as potential as a site for Community Service sentences

Review of the Minutes: Review of the Minutes of July 12, 2022: Deferred to September to approve final version. The motion was approved 4-0.

Finances: Included in the credit card payment is \$4645.08, the once yearly payment for the eBook service, *Overdrive*, requiring specific Board approval. Goorhuis moved to authorize payment totaling \$10,013.57 which includes the *Overdrive* payment, Bridge provided the second. There was no additional discussion and motion passed 4-0. The Board discussed opening a credit card account separate from the current account held by Gary Goorhuis on the library's behalf. Kuestner will proceed with making the contact with the bank.

Library Report: Library Report by Kuestner

a. Library statistics report on usage, magazine and periodicals lowest level of borrowing. Total monthly checkouts, 1835. Website visits, 1079. Number of registered patrons, 1588.

b. Evening opening hours - discussion of using grant for salaries to stay open later hours; if we fund additional staff position, more overall hours for being open later hours.

c. Library Assistant position - Filling Max's position from the current applications as well as the current opening. (September 15 - possibly Max will be available to work reduced hours to train the person filling his replacement position). Applications acceptance ended yesterday. Paige's last day will be September 14.

a. Scheduling Interviews (see above) will be potentially evenings and/or Saturday to accommodate interview committee's work schedules.

Action Items Follow - up and Report by Kuestner

a. Neighborhood Libraries:

1. Instructions on how to build them - Alex has lined up a couple of community groups willing to build; and one on Ash Valley, Smith River would like one built on their land.

2. Progress for finding people to build neighborhood libraries and store the materials - Friends of the Library willing to pay for a storage unit. Lee has a truck to move materials

3. Issues and possible solutions for how to pay for the building materials. Lee and Alex could go to order materials together and could write a check together. Some items can be purchased online with the library credit card. Also, ask grantor to extend the deadline of when the grant must be spent due to covid and costs/availability of merchandise.

Gary Goorhuis made a motion for Alex be able to write a check for up to \$1000 for materials for each of the neighborhood libraries. Lee second. Passed 4-0

4. WiFi/hotspot ideas: Always a long wait. Can we buy more? Look at ways to provide this service needs further discussion. Alex will contact the grantor.

b. Update about sections added to the library: Alex

1. Closed Stacks - Weeding out of date novels from the shelves. Example: Political books on past administrations are being moved to closed stacks if they are not being borrowed as often.

2. Classics - Increased interest. Prior 90 of them scattered through library, consolidated to one place and adding donations. They are currently close to 130 from the list of 500 Classics.

3. New and recently added adult nonfiction. Changed to new fiction and new non-fiction are more easily visible and accessible. Recently added but not new non-fiction are also added to the non-fiction visible shelf, newly available.

c. Houselessness at the library. One neighbor expressed satisfaction with the way the library is currently handling. No other complaints.

d. Better World Books-Sold enough books to give us \$13 so far. They

give us 15% and Ingram Credit where we buy our new books. Not all books we have sent are in their system. The money received will go up as they process more of them. Better World Books pays the shipping.

e. Collection Gaps

1. Weeding out of date materials. Focus on items that are more generalized than what is there now. Do regions of the country instead of specific states. Do all of Europe guidebooks versus individual countries.

2. Items relocated to Closed Stacks

3. Replacing older items with new materials

f. Grants \$2384.63 - reimburse for Covid expenses; replace drinking fountain with drinking fountain and water bottle refill option.

Heat pump grant for \$8000 just arrived C Giles Hunt. Funds left over can be used for other repairs.

Ready to Read grant being applied for currently \$1983 based on number of children in the area.

Researching additional grants to see what might be a good fit for our needs.

g. LULD Covid-19 Policy Monthly Review by Harris and Board: LULD recommendation continues to be that patrons and staff are encouraged to wear masks in indoor spaces, but it will remain voluntary.

New Business:

a) **Executive Session:** ORS 192.660 Personnel Issues

The board entered executive session at 6:47pm and returned to regular session at 7:02pm. Upon return to open session the Board confirmed support for Kuestner at his 90-day evaluation. The Board concurred with his plan for interviewing candidates for two positions on the staff. The Board recognizes the contributions made by Bright and wishes him deserved success in his new employment with the community college.

b) Isler Financial Report: The accounting firm, *Isler*, sent a document asking the library director to attest to accuracy of financial information provided for their review. Since Kuestner was hired toward the end of the reporting period, Harris will review and sign it this year..

c) Staff resignation as of 9/14 and 9/15 reviewed and plans for replacement reviewed during librarian report.

d) New community communication effort for citizens and business is noted. A copy of "The 411" newsletter that is free to the community was circulated. LULD is supportive of the effort to improve communication about local activities. In the past the community had a newspaper and after that a local newsletter, *The Coffebreak*. The Board supports the library as a site for distribution of the print version of the new newsletter.

e) Community Service sentences to New Business. Goorhuis notes that local court officer, Judge Kathleen Miller, is always looking for opportunities to assign community services obligations resulting from judgements. Goorhuis with Board supporters requested Kuestner to consider opportunities for LULD to accept assignment of individuals with community service obligations. Kuestner is open to the idea and suggested several areas depending on knowledge and skills.

Comments from Board Members:

- a) Discussed asking the City to repaint handicapped parking designation markings so it is more noticeable. By current agreement the City provides the employee/work/materials and we reimburse them for the service. The current agreement between the city and LULD is 50/50 split for costs of upkeep of the building/property.
- b) Once yearly carpet cleaning for entire library is due and Kuestner will contact the cleaning service.
- c) Use of Neighborhood Library in Winchester Bay positive community comments passed on to board member. Discussion of laminated signage for neighborhood libraries.

Next Meeting: Tuesday September 13, 2022.

Meeting Adjournment: 7:18 pm

Submitted by:

Christine Thomas, Date: 8/23/2022
Accepted as written (or amended on) (date) _____

Approved by:

Dale E. Harris, President