

**Lower Umpqua Library District
Board of Directors Meeting Minutes
11/12/2024
Lower Umpqua Library and Zoom**

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

Staff Present: Alex Kuestner (Director), 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 6:05 p.m.

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

4. Public Comments: None.

5. Review of the Meeting Agenda: Lilly made a motion to accept the agenda as presented, Thomas seconded, and the motion passed 4-0 (Goorhuis absent).

6. Review of the previous meeting's minutes: Harris presented amendments: recasting the last sentence of 10c ("Until to the Commission..."), adjustments to 11 and adding the sentence "Jonathan Moore was given positive feedback...", and rewriting the end of the first paragraph of 12 ("since unanimously decided issues..."). Ron Eberlein moved to accept the minutes of September 10 as amended, Lilly seconded, and the motion passed 4-0 (Goorhuis absent).

(Goorhuis entered the meeting.)

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totaling \$13,659.53 (namely \$567.41 to Government Ethics Commission for annual dues, \$12,389.12 to Cardinal Services for payroll, and \$703.00 to SDIS for health insurance) and bills under \$500 totaling \$3,992.28, for a total amount approved of \$17,651.81. Lilly seconded, and the motion passed 5-0.

8. Library Report: Kuestner

- a. Library statistics report: Last month, periodical checkouts continued their upward trend to a new all-time high, while electronics remain at their all-time high. Half of LULD umbrella's were checked out on Halloween day alone, in addition to several checked out previously. eAudiobook checkouts are still going up.
- b. Displays: The library is displaying recently acquired art books (see 9b). The tops of the library's new short cantilever shelving are being utilized to display books of their respective sections (Classic Fiction, YA Graphic Novels, Anime & Animation, Foreign Films).

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries (NLs): Five of six NLs are now installed. Staff have been trying to fix a date for the Oregon Coast School of Art to install theirs, but thus far have not made progress. The library is now distributing the North Douglas Herald to the NLs. Stacey Broussard (Library Assistant) proposed adding puzzles to the NLs.
- b. Grants: Kuestner applied for the Douglas County Library Foundation grant for \$4,500. The description for this grant states that the funds should be received approximately in January. Kuestner is finishing the report for the Dorothy Louise Kyler (children's book) grant to submit by the end of this month.

A new LSTA grant opened: possible uses include for internet/networking (e.g upgrading the library's router) or cultural heritage (which could possibly be used for digitizing local newspapers). The board discussed possible bandwidth bottlenecks to target for upgrading the library network, including the router, internet provider (Douglas Fast Net vs. Zply), and hard-wiring more computers (instead of them being connected via WiFi). Network

upgrades could also be funded by the C. Giles Hunt grant, but that grant is broader and more flexible than the LSTA internet grant. Kuestner discussed the possibility of applying for the LSTA cultural heritage grant in order to digitize local newspapers. Harris recalls that the previous librarian determined that digitizing newspapers was too expensive to be a priority at the time, but Kuestner will investigate the possibility of applying for both LSTA grants.

The library previously received Magic: The Gathering cards from MagiKids and staff have been exploring how these cards could be loaned out (as is done by some other libraries).

The library received art books from Art Resource Transfer which are now displayed in front of the circulation desk. Harris recommended that the library send them acknowledgment and thanks.

The Lower Umpqua Gem and Lapidary Society is going to give the library \$350 this year, to be used for geology and gem-related books (in addition to \$25 for renewing Rock & Gem magazine).

- c. Computers: Cody Robinson (Aethelwulf Computing Services) sent two quotes for purchasing new computers, which Kuestner presented to the board. Kuestner asked whether monitors should also be replaced. The board decided that only the square (4:3) monitors need to be replaced. Optical drives are necessary for the staff computers, at least. For public computers, the board considered buying external optical drives, which could be lent out as needed. Ron Eberlein requested adjusted computer quotes to reflect last month's meeting, in which the board discussed purchasing three new i7 (referring to Intel processor tiers) computers for staff, five new i5 computers for the public (plus the three current staff monitors repurposed), with high amounts of RAM for the i7-level computers.

Robinson also presented a quote for the replacement of the Mondoboard. Considering its high cost, the board favored continuing to use the old Mondoboard as a monitor for a desktop computer, instead of buying a new Mondoboard.

- d. Shelving area changes: Inspired by the library in Klamath Falls, Kuestner moved some puzzles to the slanted shelves (formerly used for magazines) in front of Closed Stacks. He moved Adult Graphic to where the puzzles used to be.

If the library is expanding the current Science Fiction section to create a Speculative Fiction (or Imaginary Worlds) section, there are small sections that need to be moved. (One of these, the maps section, could be cataloged for the first time.) For the sign/label to denote the section, staff proposed a Lovecraftian tentacle monster where each tentacle points to a genre.

- e. Statistics for items used in library: Staff have placed a return-bin near the magazines, and request that patrons return items read in the library to that bin. In addition, staff will have a printed table on which to record usage of periodicals and other items in the library.
- f. Employee changes: Rachel Wozniak's last day was Oct. 25. Debb Montclair is now the regular Library Assistant. Lia Hamilton is the new Substitute Library Assistant.
- g. Updating policies: Debb Montclair and Kuestner found some policies that don't apply to LULD and need to be updated (e.g. references to a "Human Resources department). Kuestner plans to gradually and comprehensively go through LULD policies and note similar changes to be made. Harris requested specific wording for changes, and the board requested a manageable number of policy sections presented each month (three at most), depending on how in-depth the proposed changes are. Kuestner set January as the date to present the first batch of policy changes.
- h. Director checklist:
 - There have been two staff meetings, in October and November.
 - Employee vacation hours: Staff have calculated how many hours they have worked, but were uncertain how to calculate the rate at which they accumulate PTO and sick leave hours. Harris confirmed that these should accumulate prorated annually according to how many hours part-time staff work relative to a full-time position. Kuestner asked whether taking funeral leave counts as using PTO. The board responded that no, employees should receive up to three days of paid leave per year for a funeral. Harris and Thomas examined the PTO policy and decided on changes that would make the ranges of years worked more logical (0-2, 2-5, etc., instead of 0-1, 2-5). Thomas asked what to do for staff that have accumulated PTO over the cap. Harris presented several options, including paying out some hours as dollars or allowing staff to temporarily have vacation time over the limit. Jonathan Moore asked whether he should go back and

calculate how much (unpaid) vacation time he took. Thomas and Harris replied that he should if he wants that PTO paid out now. Kuestner asked whether retroactively-claimed paid vacation would be at current pay rate or pay rate at the time the vacation occurred, and Thomas replied in favor of current rate.

- Rachel Wozniak redesigned the luld.org website, changing the aesthetic and making it cleaner and better organized.
- The library has currently recruited people to fill all vacancies.
- Stacey Broussard has been doing storytime every Wednesday (attendance is up after a lull over the last two months).
- The library has been receiving volunteer applications, and two new volunteers have started working.
- Robinson is confident in setting up the computers promptly once the library gets them, and Kuestner will discuss the considerations under 9c with him.
- Grounds maintenance: The board requested that the library pay for a one-time cleanup of weeds, trimming of plants, removal of dead plants, and putting down new bark chips. Once the grounds are under control, volunteers might be sufficient to maintain them in the future.

10. New Business: Kuestner

- a. Lighting: Several bulbs throughout the library need to be replaced. City maintenance workers are currently unavailable due to a rush to complete City Hall's restrooms, but the city is aware of the problem and said that maintenance workers will attend to it when they are available. Harris and Kuestner replaced the bulb in the men's restroom, which was more urgent.
- b. A woman in Idaho has periodically reached out to offer bound copies of the *The Port Umpqua Courier* (Reedsport's local newspaper) for the years 1917 to 1979 that she wants to sell to the library for \$2,500 for 52 bound volumes, or \$48 per volume. Goorhuis recommended asking her if she could use a tax deduction. Harris recommended telling her that the library is interested but has storage concerns, and requesting a more exact description of the volumes' dimensions.
- c. The quote Kuestner received for carpet cleaning is \$1,795, and the board approved moving forward with this.

11. Regular session closed at 8:00pm and the board entered **Executive Session**: ORS 192.660 Personnel Issues.

12. Comments from Board Members:

13. **Next board meeting** will be held on Thursday, December 5th, at 6pm.

14. **Meeting adjournment:** [Note: See/insert continuation of the regular session minutes by Dale Harris?]

Submitted by:

_____ Date: Dec. 3, 2024
Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____