

**Lower Umpqua Library District
Board of Directors Meeting Minutes
3/12/2024
Lower Umpqua Library and Zoom**

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

Staff Present: Alex Kuestner (Director), Jonathan Moore, and Kevin Bell (intern).

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

1. Start Zoom.

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

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

4. Public Comments: Kevin Bell, LULD's newly-hired college intern, thanked the board for the opportunity to work at the library, and looks forward to working with the library in the future. Terry Moore spoke about the history of LULD and how hard the community fought to preserve the library and establish the district, and urged that the existence of the library not be taken for granted.

5. Review of the Meeting Agenda: Amendments: Kuestner requested the addition of 10b. Goorhuis moved to accept the agenda as amended, Lilly seconded, and the motion passed 5-0.

6. Review of the previous meeting's minutes: Amendments: Harris called attention to several revisions made to the latest version of the minutes (none substantive). Goorhuis moved to accept the minutes of 13 Feb. 2024 as amended, Lilly seconded, and the motion passed 5-0.

7. Finances: a. Motion to Pay the Bills: Thomas moved to pay LULD bills: bills over \$500 totalling \$16,870.48 (namely \$574.30 for Central Lincoln power, \$2880.00 for Cody Robinson of Aethulwulf Computing Services, \$10,919.00 for Cardinal Services, \$661.18 for SDIS health insurance, and \$1,836.00 for Bywater Solutions) and bills under \$500 totalling \$4331.53, for a total amount approved of \$21,202.01. Goorhuis seconded, and the motion passed 5-0.

8. Library Report: Kuestner

- a. Library statistics report: Book checkouts are substantially up, but DVD checkouts are substantially down (probably because fewer DVDs have been added to the collection recently). Electronic items checkouts have tripled since last year because LULD now has wifi extenders as well as more hotspots to lend. Magazine checkouts are down, but Kuestner has noticed that more people have been reading magazines in the library, and the variety of titles being checked out is increasing.
- b. Displays: There is a current display for bilingual items: movies and books that are in both English and at least one other language. The Friends of the Library are planning to fill the big display cabinet in the West entrance with antique books.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: Peterson's Woodworking in Florence brought three units to more than half completion but did not have time to finish them and so decided to donate the work they have already done. The library is looking for a carpenter to complete these three units. Planned locations: Smith

River Store, Speedy Mart in Wells Creek, Highland Pool, and Oregon Coast School of Art in Gardiner.

- b. Budget: Kuestner went to budget training in Albany. He asked about the three primary budget categories LULD currently has for personnel (director, staff, and payroll liabilities/benefits), and experts at the budget training suggested merging the payroll liabilities/benefits category into the others but still keeping separate categories for director and staff.

Budget committee: Terry Moore, Chris Adamson, and Colleen Eberlein are continuing to serve their terms from last year. Jason Hausmann will not be available to continue his term, and Harris recommended that the library send him a written letter of thanks. Goorhuis nominated Cheryl Wilmarth (who had submitted an application) to fill one of the two vacant spaces. Ron Eberlein seconded, and the motion passed 5-0.

Patrons having expressed interest in online courses, Kuestner looked into subscribing to Gale Courses. They would charge \$3,000 per year. Harris requested more presentation from Kuestner, including a list of courses, before the board makes a decision.

- c. DVD rack: LULD purchased a new DVD rack with money from the Friends of the Library, which arrived but has not been assembled yet. The Friends approved purchase of a second rack.
- d. Internships: Kevin Bell was hired as the college-level intern for the SDAO internship.
- e. North Douglas Herald: Kuestner submitted an article for the March issue, but LULD has not yet received its copies.
- f. Grants: Kuestner applied for the teen internship grant and the C. Giles Hunt grant (\$10,000 for technology). For the latter he proposed a variety of ideas: Gale courses, a video game console, a replacement for the Mondopad, etc. Kuestner also applied for Game On, a \$500 grant for video games.
- g. Flash drives: Kuestner bought flash drives, which cost \$2.90 each, and the library will charge patrons \$3.00 each to purchase them.
- h. Magazines: use in the library has increased, as well as the variety of titles being borrowed, but circulation remains low.
- i. Programs: Kuestner will be giving a presentation on genealogy on Sat., March 30, at noon. Oregon Coast Pizzeria will donate pizza. The presentation will include an overview of genealogy, common research techniques, and displays of genealogy-related books. Depending on interest, Kuestner may teach additional classes covering more specific aspects of genealogy. Kuestner is planning to have the orienteering program ready to start when the rainy season ends. The library now has 10 compasses. Patrons recently expressed interest in borrowing the library's trekking poles, so those will be made available for circulation.
- j. Two more plumbers said they would come and examine the drinking fountain but never showed up. The grant for the drinking fountain will be revoked unless LULD spends it by April 1.
- k. The library is continuing to expand the World Languages section. Patrons have shown interest, both those trying to learn a new language and those who are native speakers of Spanish.
- l. Substitute library assistant: We hired Debra Bohm for the position, and she started in February.
- m. Interlibrary Loan: The librarian at Elkton High School offered to convey books between our two libraries.

10. New Business: Kuestner

- a. Map Idea: Kuestner and Jonathan Moore are interested in posting educational maps in the children's section. A map of Western Douglas County is currently displayed. Other ideas include maps related to historical topics such as the Oregon Trail.

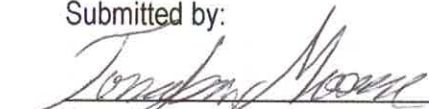
b. A patron requested the removal of a DVD. Kuestner watched the horror movie in question and thinks that it is less sexual/violent than many other DVDs in the library's collection. Lilly: Do DVDs fall under the same policy as books? Can children check out mature movies? Thomas: The library doesn't restrict what any patron can check out; juvenile cards are issued under the authority of an adult guardian. Goorhuis: When parents sign for a juvenile library card, part of the stated agreement should be that the guarantor (parent/guardian) is responsible for anything their guarantee checks out. Eberlein: LULD staff can put a "mature content" sticker on items patrons may find objectionable. Signage in the DVD section could remind patrons that the absence of a mature content sticker does not imply that an item has been vetted by library staff, and filtering items is up to the patron's discretion. The board agreed to the above proposals and confirmed that LULD will not otherwise be censoring or restricting library materials.

11. Comments from Board Members: Lilly presented the annual report from the Friends of the Library and a book donation policy which the Friends drafted (after the library received a very large donation of books, many in poor condition, which took extensive time to sort and process). Thomas is glad that the library has hired Debra Bohm and Kevin Bell.

12. Next board meeting (preceeded by the budget meeting) will be held on Tuesday, April 9, at 6:00 pm.

13. Harris adjourned the meeting at 7:12 p.m.

Submitted by:

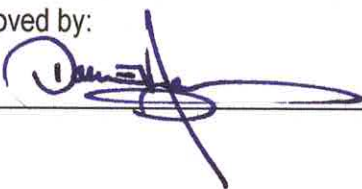

Jonathan Moore - Library Assistant

Date: Mar. , 2024

Accepted as written or amended on (date)

April 9, 2024

Approved by:



Date: May 14/2024