

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, May 11, 2021  
Lower Umpqua Library

**LULD Board Members Present via Zoom:**

Ron Eberlein, Tara Adams, Lee Bridge, and Gary Goorhuis. (Marty Zdunich is absent.)

**Community Members via Zoom:**

Colleen Eberlein  
Terry Moore  
Dano Dunn

**Staff Present:**

Sue Cousineau  
Elba England via Zoom

**Called to Order:**

Ron Eberlein called the meeting to order at 6:02 pm.

**Public Comments**-Terry Moore thanked the Board for increasing the hours of operation of the library. She feels that this takes the library a few steps closer to being able to be a part of Coastline.

**Pledge of Allegiance**-Ron Eberlein led the pledge.

**Review of the Meeting Agenda:** Lee Bridge asked to add Board member vacancies to the agenda. Sue Cousineau asked to add Board Membership policy and COVID-19 Precautions to the agenda. **Motion** made by Gary Goorhuis to accept the agenda with the additions of Board member vacancies, Board Membership policy, and COVID-19 Precautions. Seconded by Tara Adams. Unanimous approval. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the motion.)

**Review of the Minutes of April 13, 2021:** **Motion** made by Lee Bridge to accept the minutes of April 13, 2021 as written. Seconded by Tara Adams. Unanimous approval. (Eberlein, Lee, Adams, and Goorhuis voted in favor of the motion.)

**Review of the Minutes of April 20, 2021 Budget Committee Meeting:** **Motion** made by Lee Bridge to accept the minutes of April 20, 2021 for the Budget Committee meeting as written. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Lee, Adams, and Goorhuis voted in favor of the motion.)

- Gary Goorhuis asked if the budget needed to be approved. Sue Cousineau stated that it will be approved at the June meeting.
- Ron Eberlein stated that with Marty Zdunich's resignation there is a need for a temporary secretary until July 1st. He asked Tara Adams if she would be willing to take on that responsibility. She agreed to fill the position.

## Finances:

- Sue Cousineau presented the Actual vs Budget report for July 2020-June 2021. She reported that the income is at 99.5% of budget, expenses are less than budgeted, and Materials and Services are at 60% of the budget. These lower expenses are partly due to the closure of the library during the pandemic.
- 1. **Motion to pay the bills.** Sue Cousineau presented 18 checks for \$11,670.17 for April 19th to May 5th plus a check for \$3,420.00 to the State of Oregon Employment Department for unemployment, for a total of \$15,090.17. Checking account balance is \$172,747.24 as of May 7th. **Motion** made by Gary Goorhuis to pay the bills in the amount of \$15,090.17. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Bridge, Goorhuis, and Adams voted in favor of the motion.)

## Library Report

- New hours started last week. The hours are now Tuesday to Friday, 10am to 6pm and Saturday, 10am to 2pm. These hours were posted on FaceBook and over 1,300 people saw the post. Saturday had a good amount of activity for being the first Saturday open. There are posters that can be put up around town. Tara Adams and Gary Goorhuis will post one. Sue Cousineau stated that if there is anyone who could post some in Scottsburg she would appreciate it.
- Sue Cousineau reported that there was an article in the American Library magazine of a library in Virginia which is using a drone to deliver library materials to children during the pandemic. She is interested in doing something similar for contest winners and is looking for a drone. Discussion.
- A second letter has been sent out to patrons who have not taken care of their account. The letter stated that if it isn't paid within a month or 6 weeks that their account will be turned over to a collection agency.
- Sue Cousineau presented the statistics for April. 18 open days, 106 open hours, 14,323 website visits, 167 computer log-ins, 79 computer hours used, 1,256 check outs, 168 Ebook checkouts, 88 audio check outs, 7 virtual science programs, 341 science program views, 1,252 registered patrons, 8 volunteers, and 93 volunteer hours.
- Currently working on the Summer Reading program. There will not be any group programs this summer. Sue Cousineau asked if there were any questions or recommendations. None given.

## Action Items Follow Up and Report

- a. **Budget Cycle**-Sue Cousineau will be placing the notice for the Budget Hearing for June in the paper and on the website this Friday. The updated budget forms LB20, LB30, and two LB11's have been added to the website.
- b. **Exposure Control Plan**-The City of Reedsport has declined being the manager for bloodborne pathogens. A library staff member is willing to take the necessary training so that it can be taken care of in-house. Supplies will need to be purchased. Discussion. Questions as to costs to implement this. Sue Cousineau will research further. Gary Goorhuis asked if there was an AED in place at the library. There is not one at the library. Discussion. Question arose as to if the staff should be required to be CPR certified. Discussion. Sue Cousineau will find out the cost of an AED. She will also find out what other libraries are doing and report back at the next meeting. The AED and

CPR training will be further discussed at the next Board meeting. It was decided that the staff member can get the training for bloodborne pathogens.

- c. **COVID-19 Vaccine Requirements**-Sue Cousineau wondered if the policy should be put in place since there is nothing to enforce. Discussion. This policy had been sent to SDAO's attorney. The attorney did not review it but instead turned it over to Human Resources for their review. They made some changes to it. There is still some concern over some of the language in reference to modifying hours for staff who have not been vaccinated. This policy will be put on hold for now. Tara Adams wanted to know if the incentive part of the policy could be put in place now. Discussion. **Motion** made by Tara Adams to offer staff an incentive to get the COVID vaccine by giving them one day off after they get the second vaccine or if it is a single dose vaccine, after they get it. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Bridge, Goorhuis, and Adams voted in favor of the motion.) Sue Cousineau asked for clarification. If a staff was to get a vaccine on a Friday and their normal work schedule does not include Saturday can she still pay them. It was decided that she could.
- d. **Meeting Recordings**-Sue Cousineau wanted to know when the video recording of the meetings should be posted, before the minutes are approved or after they are approved. Discussion. They will be posted after the minutes have been approved.
- e. **Geocache**-Tara Adams reported that the Geocache has been approved. The Senior Center is the location being used. Sue Cousineau gave a big thanks to Tara and her sister for all the hard work they put into making this and putting it into place. It is called "the LULD Worm".
- f. **Little Libraries**-Lee Bridge has revised the plans for the little libraries. He hasn't been able to build one yet due to equipment needing repair. Discussion.

### **New Business**

- a. **Employee Handbook**-Sue Cousineau took a class on creating an employee handbook and has a template to create one. It will take a few months to put this together.
- b. **Staff Evaluation**-Sue Cousineau is working on this form with Lee Bridges help. Discussion. It will be presented at the next meeting.
- c. **Cybersecurity**-Sue Cousineau is working on a policy for this. She did find out that the library does have insurance coverage for this.
- d. **Board Member Vacancies**-Lee Bridge asked Ron Eberlein if he was still willing to continue or does he wanted to take a leave of absence from the Board. Ron Eberlein said that he had actually written his own name on the ballot and that if anyone wanted to do that it was fine. Discussion. There are other community members who are interested in serving as well. Lee Bridge brought up the fact that someone could be appointed to Marty Zdunich's position since he has resigned. Sue Cousineau pointed out that that person would only be able to be at one meeting prior to July 1st. Discussion. There will be further discussion after the elections process is complete.
- e. **Board Membership Policy**-Sue Cousineau presented the Membership on the Board of Directors Policy. She pointed out that it needed to be updated in reference to the length of the term of service. It currently is stated as a 3 year term but actually is a 4 year term. She also wanted to know if the section on employees serving on the Board should be changed. Currently employees are not permitted to serve on the Board. Discussion. It was determined that this part of the policy should remain the same. Sue Cousineau

asked Ron Eberlein to contact the County to make sure that Marty Zdunich has resigned from the Board. **Motion** made by Lee Bridge to change the policy to reflect the 4 year staggered term and the rest to remain the same. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)

- f. **COVID Precautions**-Sue Cousineau presented the COVID Precautions. She would like to change number 4 from sanitize computers, tables, and chairs **after each use** to sanitize computers, tables, and chairs **daily** and to eliminate numbers 5 *books carts available for handled items not going to checked out* and number 6 *returned and book cart items quarantined for a minimum of 24 hours*. These changes are being requested after receiving updated COVID guidelines from the State Library of Oregon. **Motion** made by Gary Goorhuis to change sanitizing to daily and omit items number 5 and 6. Seconded by Tara Adams. Unanimous approval. (Eberlein, Bridge, Adams, and Goorhuis voted in favor of the motion.)

**Comments from Board Members**-Lee Bridge gave kudos to Sue Cousineau for extending the library hours. He has heard good comments from the community. Ron Eberlein said that a family member was able to stop by the library on Saturday and get something to read. Tara Adams also thanked Sue Cousineau and the staff for their hard work.

**Next meeting:** 2021-2022 Budget Hearing and Board of Directors Meeting-Tuesday, June 8, 2021 at 6:00 pm

**Meeting Adjournment:** **Motion** made by Lee Bridge to adjourn the meeting. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, and Goorhuis voted in favor of the motion.) Meeting ended at 7:17pm.

Submitted by:

\_\_\_\_\_  
Elba England  
Meeting Clerk

Date: 5/20/2021

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Ron Eberlein  
President

Date: \_\_\_\_\_