

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, September 8, 2020
Lower Umpqua Library

LULD Board Members Present:

Ron Eberlein and Lee Bridge. Gary Goorhuis via Zoom.

Community Members via Zoom:

Colleen Eberlein, Terry Moore, and Tara Adams

Staff Present:

Sue Cousineau

Elba England via Zoom

Called to Order:

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

Pledge of Allegiance-Ron Eberlein led the pledge.

Public Comments-Terry Moore reported that since COVID-19 there have been 5 books sold through Amazon. This is the most sold in the same period of time. Sue Cousineau stated that she appreciates all of Terry's hard work on these sales.

Review of the Meeting Agenda: Motion made by Lee Bridge to approve the agenda as presented. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.)

Review of the Minutes of August 11, 2020: Motion made by Gary Goorhuis to accept the minutes as presented. Seconded by Lee Bridge. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.)

Finances:

a. Library Director's Report-

1. **Motion to pay the bills.** Sue Cousineau presented 14 checks for August 12 to September 8 totaling \$9,693.34 and \$5,000.00 transfer to Roof Replacement Reserve Fund and \$2,365.00 to Bay Area Copier for the new copier and \$700.00 to HMWFG for August accounting. The total is \$17,758.34. **Motion** made by Gary Goorhuis to pay the bills for a total of \$17,758.34. Seconded by Lee Bridge. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.)
 - Checking account balance is \$72,960.50 as of September 8th.
2. **John Warden Reserve Fund CD**-Sue Cousineau stated that the CD matures on September 10th. The funds had been put into a 3 month CD. Sue Cousineau wants to know how long the CD should be reinvested, 3, 6, 9 months. Discussion. It will be done for 3 months again.

Library Report

- a. **Summer Reading Program/Grant**-55 children attended, which is 100 less than normal

due to COVID restrictions. Every child received a prize purchased from a local business on September 1st.

- b. **SDAO grant**-Sue Cousineau has not received recommendations as to how to use this grant so will not be applying for it at this time.
 - Sue Cousineau reported that she and Gary Goorhuis had reconciled the July bank statements.
 - Sue Cousineau reported that she had requested bids for pressure washing the building, however she did not have any responses. She did receive advertising in the mail from Northwest Sealcoating Company and they do pressure washing. They offer free estimates. Discussion. She will contact them for an estimate.
 - Sue Cousineau presented the Statistics report pointing out that website visits is almost 9,000, computer use is 163, check outs (print items) is 589, there are 23 new patrons, and 10 volunteers for the month of August.
 - Terry Moore asked who the new staff person was. Sue Cousineau told her that it would be covered later in the meeting.
 - Sue Cousineau wants to know what to do with the old copier. It was suggested that she post it on the website to see if a non-profit organization is interested in it.
- c. **Passport Program**-Sue Cousineau has contacted libraries in Lakeside, Coos Bay, Drain, and Florence to let them know that Lower Umpqua Library is now a part of the Passport Program. Sue Cousineau has posted the program on the website, 2 reader boards, and FaceBook. She is also making posters to be put up around town. Participants have over 100 libraries that they can access with this program. Discussion.

Action Items Follow Up and Report

- a. **Financial Review**-Sue Cousineau reported that it is in progress. She has been working on it.
- b. **LULD Board Position 4 applications**-Sue Cousineau shared the applications of two people, Elba England and Tara Adams. Elba England can't serve because she is employed by the library. Tara Adams introduced herself and said that she is excited to work with the library. **Motion** was made by Lee Bridge to accept Tara Adams for position 4 of the Board. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.) Ron Eberlein told Tara Adams that there is a paper that needs to be signed and notarized. He asked her to stop in to sign it. She will be sworn in at the next meeting.

New Business:

- a. **Resolution 2020-2021-15 to establish dates and times plus public postings**-Sue Cousineau stated that she had learned that each year a resolution stating the dates and times of Board meetings must be done. This resolution addresses this. Sue Cousineau presented Resolution 2020-2021-15 dated September 8, 2020. A resolution to establish meeting dates and times plus public postings.

Whereas, on September 8, 2020, the Lower Umpqua Library District Board of Directors is establishing regular meeting dates and times. Public postings are also addressed.

Whereas, the regular board meetings of the Lower Umpqua Library District are held on the 2nd Tuesday of each month at 6:00 p.m.

Whereas, the Lower Umpqua Library website, www.luld.org, is one of the official posting sites of the library meeting notice and the proposed agenda. The other two postings sites are the library's bulletin board in the foyer and Reedsport's post office bulletin board. An email of the notice will be sent to the media, The World Newspaper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lower Umpqua Library District hereby approve the board meeting dates and times plus the public postings of the meeting notice and proposed agenda.

Motion made by Lee Bridge to approve Resolution 2020-2021-15. Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.)

b. Library Staff

- Sue Cousineau presented a letter that she had written to a staff member who has requested COVID-19 FFCRA Leave. This letter outlines the provisions of pay and length of time she is entitled to this leave. The leave would end November 27, 2020. The staff member had concerns about the second to the last paragraph. Stating that it had some negative feeling and made her feel bad. Discussion.
- Sue Cousineau presented the Family and Medical Leave Request Form for the same staff person from above. It states when she needs to be home, which would have been her regular work hours.
- Ron Eberlein, Lee Bridge, Sue Cousineau, and Jennifer Mc Duffy served as the interview committee for hiring a new staff member, Draygon Soleim. A candidate was selected and started work on September 3rd. Her normal schedule, after training, will be 20 hours a week until the staff that is on leave returns. Discussion.
- Ron Eberlein praised the staff for the good job that they have done during COVID.

Comments from Board Members

- Lee Bridge commented that the SDAO trainings have been very useful. They take about 60-90 minutes each. A certificate is issued after each training is completed. By taking the training it may help reduce the cost of insurance for the District. Gary Goorhuis explained what SDAO is for Tara Adams. He said that the training has been very helpful. Ron Eberlein said that there is a handbook at the library. Further discussion of what is offered by SDAO.
- Ron Eberlein mentioned that the City of Reedsport was going to include the library roof estimate when they got one for the police department. He saw on the City's agenda that they were moving forward on the roof replacement for the police department so apparently the library's estimate was not included at this time. He pointed out that the library will be on its own to get estimates for the roof in the future. Discussion. A reserve fund has been started for this future cost. The City is responsible for half the cost of the roof replacement because they own the building.

Next meeting: Tuesday, October 13, 2020 at 6:00 pm

Meeting Adjournment: **Motion** made by Lee Bridge to adjourn the meeting at 7:02 pm.

Seconded by Gary Goorhuis. Unanimous approval. (Bridge, Eberlein, and Goorhuis voted in favor of the motion.)

Submitted by:

Elba England
Meeting Clerk

Date: 10/2/2020

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____