

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
3/15/22**

Lower Umpqua Library and Zoom

**LULD Board Members Present:** Dale Harris, Pres., Gary Goorhuis, Treas., Christine Thomas with Lee Bridge, VP, via Zoom **Not Present:** Tara Adams, Sec.,

**Community Members:** Ron and Colleen Eberlein

**Staff Present:** Max Bright

**Called to Order:**

Dale Harris called the meeting to order at 6:03

**Pledge of Allegiance:**

Dale Harris led the Pledge of Allegiance

**Public Comments:** None

**Review of the Meeting Agenda:** Change to the order of the agenda as well as addition of topics (information regarding changeover of accounts, reappointment of Budget Committee members) was requested by Harris. Goorhuis moved for acceptance of the change of agenda, Christine Thomas seconded. All 4 members voted assent.

**Review of the Minutes of February 2022 Board Meeting:** Goorhuis noted a change to clarify his motion offering the manager/director position to an initial and alternative candidate. With this correction, Thomas moved and Goorhuis seconded acceptance of the minutes. The motion passed with a vote of 4-0.

**Finances:** Checks written since 2/7 total \$13,557.93. Goorhuis made the motion to pay the month's bills in this amount. Second from Thomas was followed by unanimous vote to proceed, 4-0. After payment, the Umpqua Bank Balance on 3/14 is \$247,601.60.

**Next Meeting:** Harris requested this item be moved up to note that he would be out of the area and unable to attend the planned 4/12 meeting. After discussion it was agreed to hold the **April Board meeting immediately following the initial Budget meeting on 4/19.**

**Library Report:** Max Bright reviewed the patron activities which remain stable from the prior month.

- *Go Wild with Reading* program He highlights participation of 47 children signed up and 30 submitting animals for the display.
- *One County, One Book:* LULD was allowed two entries and they were awarded 2<sup>nd</sup> and 3<sup>rd</sup> place.

- LSTA Newspaper Digitalization grant was not accepted. What this means for proceeding will be clarified by Bright with a call to U of Oregon.
- New science videos are up every Tuesday and has sent out 55 science activity kits.
- *Virtual Storytime* remains popular, and Stacey has been creatively coming up with new crafts.
- Bright completed course and certification in Foundations of Library Services.
- Christopher Noble has been working to update information in the KOHA system. Some of the books in a series do not show correct information.
- *Friends of the Library* will have a book sale 4/12. This will follow the successful format of requesting the purchaser donate what they feel the items are worth. This has been well received and generated more funds than traditional item by item pricing.

### **Action Items Follow Up and Report:**

- Grants:
  - DLCF funds have been expended.
  - Neighborhood Library: Bridge reported that only a few final steps and installation remain for the first to be complete and open for use. He will be able to provide a set of plans for others to build the remaining ones. The grant money needs to be expended by a date later this year. Harris will attempt to determine that date to make sure the guidelines are followed.
- LULD Monthly Covid Review: Harris presented that the CDC and Pacific states including Oregon lifted the mandatory mask mandate on 3/12. Though there remains some simmering controversy about the timing he supports lifting of requirement for masking by patrons and staff. It still may be prudent for individuals to make the decision to continue to wear a mask. The other board members discussed this and reached a consensus. Thomas moved that as of 3/15 masking will be by personal choice with second provided by Bridge. The motion passed unanimously, 4-0. The board will continue to review this monthly.
- New Library Director/District Manager: The Board is aware that Alex Kuestner's arrival will be delayed to mid-April due to moving related issues unique to Hawaii. Harris remains in contact with him on a regular basis.
- Sue Cousineau has completed her expected interval contract with the additional 2 hours spent with Harris on 3/14. She indicated that she might be available on a limited basis in April to assist the incoming director get his feet on the ground. A new contract and rate will need to be negotiated. She remains on the bank signature card for now until the new director is here. A new credit card will need to be opened with Kuestner and Goorhuis on that account and the current one closed. Harris has the LD/DM set of keys including key to the locked safe.

### **New Business:**

- Budget Cycle: Fiscal Year 2022-23 Budget timeline has been prepared. Cousineau has also prepared the budget document with line items. The first budget meeting is scheduled for 4/19/22 at 6pm. Harris with assistance of other

Board Members work to send out timely notification and place the required legal notice. The Budget Committee of 5 members has two whose term expired. They have indicated a willingness to be reappointed.

- Reappointment of Budget Committee Members: Chris Adamson and Terry Moore have completed 3-year terms (ending 2021) and have consented to reappointment. Motion by Goorhuis made to reappoint them to the Budget Committee with terms 2022-24. Bridge gave the second. Additional discussion was that the other 3 members have terms ending at the end of 2022 and can be asked about reappointment this year. The motion is called and passed unanimously 4-0. Harris will notify them of their reappointment.

**Comments from Board Members:** Bridge discussed further the plans for installing the posts for the Neighborhood Library. Once installed, staff can assist with publicizing it. Harris has keys to Library and Safe and will make sure Goorhuis has them while he is out of town. He outlined a process for paying any bills that require prompt attention with later entry into QuickBooks.

**Meeting Adjournment:** 6:38pm

Submitted by:

\_\_\_\_\_  
Christine Thomas 3/15/22  
Date

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

Approved by:

\_\_\_\_\_  
Dale E. Harris, President