

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, February 9, 2021
Lower Umpqua Library

LULD Board Members Present:

Ron Eberlein, Tara Adams, Lee Bridge, Gary Goorhuis, and Marty Zdunich via Zoom.

Community Members via Zoom:

Terry Moore

Staff Present:

Sue Cousineau

Elba England via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:06 pm.

Pledge of Allegiance-Ron Eberlein led the pledge.

Public Comments-Terry Moore thanked the Board for the hot spots that can be checked out.

Review of the Meeting Agenda: Sue Cousineau asked that Custodial be added under New Business. **Motion** made by Gary Goorhuis to accept the meeting agenda with the addition of Custodial under New Business. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Review of the Minutes of January 12, 2021: **Motion** made by Lee Bridge to accept the minutes of January 12, 2021 as written. Seconded by Gary Goorhuis. Motion carried. (Eberlein, Adams, Lee, Goorhuis, and Zdunich voted in favor of the motion.)

Finances:

a. Library Director's Report-

1. **Motion to pay the bills.** Sue Cousineau presented 16 checks for \$15,756.65 for January 13th to February 5th. **Motion** made by Marty Zdunich to pay the bills in the amount of \$15,756.65. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)
 - Checking account balance is \$200,924.24 as of February 5th.
 - Sue Cousineau presented the Balance Sheet and the Actual vs Budget. She mentioned that the Balance Sheet was looking pretty good since not much money has been spent.

Library Report

a. Staff reports

- Sue Cousineau reported that the Celebration of Literacy Committee's Blast Off with Books program is going on all of February. It's for 0-18 years of age. 10 children have signed up so far. There will be nice prizes for their participation. There are flyers available. Tara Adams about the requirement to provide a Douglas County drivers

license. Discussion. As long as someone has the flyer they can participate in the program. Gary Goorhuis and Tara Adams will take flyers to post.

- The National Special Districts Coalition (NSDC) is writing to Congress to get money for special districts. Sue Cousineau requested approval to include Lower Umpqua Library District's name on these letters. Discussion. **Motion** made by Gary Goorhuis to include the District's name on all of the letters to the U.S. Congress from NSDC. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)
- Statistics report shows a quiet January. Monthly check out is down. There has been more activity recently.
- Sue Cousineau brought up recordings of the meetings. Last month the meeting wasn't recorded by Elba England and Ron Eberlein's recording was difficult to hear. Sue Cousineau said that recording it on Zoom made the file very large and would require a lot of computer storage space. Ron Eberlein said that he has now moved his recorder closer so he should have a better recording. Tara Adams asked about storing them on a thumb drive. Discussion. Marty Zdunich asked what the legal requirements were for storing the meeting recordings. Lee Bridge and Sue Cousineau will research the requirements for keeping the recordings. Discussion. Marty Zdunich will research possibly storing them on YouTube. This will allow the public to access them.
- Sue Cousineau has been talking with the Lower Umpqua Economic Development Forum as a possible 501c3 to handle the Dolly Parton Imagination Library program.
- Sue Cousineau pointed out that the total assets and liabilities for the District is \$340,531.99 as shown on the balance sheet.

Action Items Follow Up and Report

a. Grants:

- The Douglas County Library Foundation grant of \$3,000 has been received. It can be used for whatever is needed.
- The SDAO Safety & Security matching grant is completed.
- There is nothing more that needs to be done for Government grants. Just have to be available for audits.
- The State Library grant is completed.
- The C. Giles Hunt Foundation grant is due by the end of the month. Sue Cousineau suggested that this grant could be used for tamper resistant receptacle and surge protectors. Discussion. Sue Cousineau will wait to hear back from Elkhorn Electric before moving forward.

b. Library Foundation-not discussed.

- #### **c. Little Libraries-**Sue Cousineau suggested that the funds from the Douglas County Library Foundation grant to pay for building the Little Libraries. The plan is to build 7 of them. Lee Bridge has some designs that he will review with Sue Cousineau. He mentioned that the mounting system may cost as much as the housing unit. Discussion. Sue Cousineau has some ideas of where to place them.

d. T-Mobile-Two hot spots have been received. One has already been checked out.

- #### **e. COVID-19 Vaccine Requirements-**Sue Cousineau suggested an incentive for staff to get the vaccine. She recommended either a paid day off the day of the vaccine or the day after. Discussion. Terry Moore asked if volunteers would be required to get a vaccine. Sue Cousineau stated that it is not a requirement but would encourage them to get one. The volunteer would be responsible for the cost of the vaccine.

New Business

- a. **Friends of the Library having outdoor book sales**-Sue Cousineau reported that the Friends of the Library would like to hold outdoor book sales every Tuesday, weather permitting, from noon to 3pm from February 23rd to April 20th. **Motion** made by Gary Goorhuis to allow the Friends of the Library to have book sales starting February 23rd. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)
- b. **Policies**-Sue Cousineau is requesting permission to change the Public Meetings policy to reflect the changes that have occurred for Regular Meetings and Notice of Meetings. Regular Meetings will be changed to the second Tuesday at 6:00 pm and the Notice of Meetings will change to Lower Umpqua Library bulletin board, US Post Office, Lower Umpqua Library website, and Lower Umpqua Library FaceBook page. **Motion** made by Gary Goorhuis to make the changes to Regular Meetings and Notice of Meetings. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.) Lee Bridge mentioned that the revision date will need to be changed and that the Table of Contents will need to be updated. Sue Cousineau requested that Lee Bridge review the policy book. Sue Cousineau presented the COVID-19 policy. It is a brief policy which refers to the forms that she had created last month. Discussion. **Motion** made by Gary Goorhuis to accept the COVID-19 policy as presented. It is policy number A-020, page 1 of 1, effective today. The three forms will be attached to the policy. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)
- c. **Geocache**-Tara Adams suggested using a Geocache as a way to bring more attention to the library. Geocache is like a treasure hunt. She suggested that a bird house-like container could be placed outside of the library. Inside the container there could be a note stating that the library has free Wifi. Discussion. Board members agreed to move forward on this idea. Sue Cousineau will let the police department know that it is there.
- d. **Databases**-Sue Cousineau presented The A to Z World Food database and A to Z Food America as possible items to add to the library website. The normal cost is \$250, however, due to COVID-19 it is now \$175. Discussion. It was decided to get both databases. Sue Cousineau will let the Board members know when they are on the website.
- e. **Custodial**-Ron Eberlein reported that Kim Clardy, the City maintenance manager, is asking the library to pay more in the next budget period. Currently the City is losing money providing this service to the library. The current cost is \$300 a month. Discussion. Sue Cousineau has contacted the City for an amount that they would like.
 - The Art Display policy had been overlooked earlier in the meeting. Sue Cousineau explained that there is an application process for displaying art in the library. Discussion. **Motion** made by Gary Goorhuis to adopt policy number A-021 Art Display policy as written. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Comments from Board Members

- Ron Eberlein said that the library's insurance agent, Debbie McKinney, has now retired. Luci Murphey is the new agent. Luci works for Bisnett Insurance in Reedsport and has been there for several years.

Next meeting: Tuesday, March 9, 2021 at 6:00 pm

Meeting Adjournment: Motion made by Lee Bridge to adjourn the meeting at 7:34 pm. Seconded by Gary Goorhuis. Unanimous approval. (Eberlein, Adams, Bridge, Goorhuis, and Zdunich voted in favor of the motion.)

Submitted by:

Elba England
Meeting Clerk

Date: 2/25/2021

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____