

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, November 10, 2020  
Lower Umpqua Library

**LULD Board Members Present:**

Ron Eberlein, Tara Adams, and Marty Zdunich via Zoom.

**Community Members via Zoom:**

Colleen Eberlein

Terry Moore

**Staff Present:**

Sue Cousineau

Elba England via Zoom

**Called to Order:**

Ron Eberlein called the meeting to order at 6:07 pm.

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

**Public Comments**-Terry Moore stated that people aren't aware that the library is open, that people can go inside, can hold books for pick up, or have access to Coastline via the Passport program. She suggested that the website be structured in a way to bring more attention to those items. Discussion. Sue Cousineau will take a look at this.

**Review of the Meeting Agenda:** Sue Cousineau asked that T-Mobil for government and Foundation be added to the agenda under New Business. **Motion** made by Marty Zdunich to accept the meeting agenda with the additions of new business of T-Mobil government and Foundation. Seconded by Tara Adams. Unanimous approval. (Eberlein, Adams, and Zdunich voted in favor of the motion.)

**Review of the Minutes of October 13, 2020:** **Motion** made by Marty Zdunich to accept the minutes as stands from the October 13, 2020 meeting. Seconded by Tara Adams. Unanimous approval. (Eberlein, Adams, and Zdunich voted in favor of the motion.)

**Finances:**

**a. Library Director's Report-**

1. **Motion to pay the bills.** Sue Cousineau presented 24 checks for \$12,739.27 plus a bill from Elkhorn Electric for \$2,600.00. Checking account balance is \$50,132.33 as of November 10th. **Motion** made by Tara Adams to pay the bills for 24 checks for \$12,739.27 and \$2,600.00. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, and Zdunich voted in favor of the motion.)
- The Actual vs Budget report was sent out via email. Sue Cousineau asked if anyone had any questions. No one did.

**Library Report**

**a. Staff reports**

- The building has been sprayed with 30 seconds, light pressure wash, caulked, gutters

cleaned, and moss removal was put on the roof.

- Draygon Soleim has submitted her resignation and will be leaving the end of December.
- The statistics report shows that for the month of October there computer use is at 170 with 89 hours used, checkouts with 682 being printed items with a total of 1,355. Marty Zdunich asked if the increase in checkouts has to do with Reedsports going back to school. Sue Cousineau stated no, that it was the time of year. With the shut down due to COVID there has been a slow increase in patrons.
- A survey week was done in October. There were 144 visits with 32 reference questions.
- The 2019/2020 Financial Review has been submitted to the State with the necessary paperwork and a check for \$150 for the fee.
- The library will be closed tomorrow for Veteran's Day. Sue Cousineau will post it on FaceBook.
- Friends of the Library have held 2 outdoor book sales and raised almost \$200.00 at each sale. A lot of what wasn't sold was donated out. Hoping to have 2 more book sales before November 24th, weather permitting.
- Celebration of Literacy Zoom meeting with Altrusa for librarians in Douglas County. There is a plan for a Book Walk, similar to a cake walk, in February. Will be asking the Altrusa group for about 50 books for this.
- Sue Cousineau attended a Library Directors meeting about libraries reopening.
- Sue Cousineau attended a Round Up meeting put on by the Non-Profit Association of Oregon. It was for local nonprofits and organizations mainly in Reedsport and included the Oregon Community Foundation and Ford Family Foundation. She has also attended a presentation on strategies for small towns for better fundraising by building a donor base. This could be used to fundraise for roof replacement and painting the building as one project.
- The Statistical report has been turned into the State Library. Ready 2 Read report is due November 30th. The Summer Reading Program grant has been spent. Have been awarded next year's grant funds in the amount of \$1,861.00 and will be received in December.
- Two staff will be off on the 27th so Sue Cousineau and one other staff member will be working that day.
- Planning to have another survey week in January.
- Sue Cousineau mentioned that she will be turning 65 next year and has found out that the medical insurance that the District is providing for her can not be a supplemental insurance. She is looking for the Board to be thinking about this. She will bring some proposals to the December meeting.
- Tara Adams asked about rehiring for the position that will be open at the end of December. An interviewing board will be formed with Ron Eberlein, Tara Adams, Sue Cousineau and Jennifer Mc Duffy.

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

#### **a. Grants:**

- C Giles Hunt grant-the floodlights are up, LED bulbs still need to be installed. The staff has \$1,000 of the \$2,500 for large print and audio books ready to submit.
- Sue Cousineau has applied for the SDAO Safety & Security grant. Ron Eberlein worked with Elkhorn Electric to determine what new exterior light fixtures need to be replaced and the cost of them and a timer.
- CARES Act money has been received. Sue Cousineau will finalize this grant after all

- PPE supplies have been received.
- Sue Cousineau has gotten a DUNS number, a CAGE number so that she can apply for Federal funding. She is hoping to apply for the CoronaVirus Relief Fund. Discussion.
- b. **SDIS Best Practices program**-Ron Eberlein has been working on this to reduce the cost of the general liability insurance. The deadline has been extended to December. He will be able to report that all 5 areas listed have been met which will bring a 10% discount.
- Sue Cousineau mentioned that she let the insurance agent know that a \$4,000 AV system and a \$5,000 ductless heat pump have been added.

## **New Business**

- a. **Strategic Plan review**-Sue Cousineau presented the 5 year plan that was put in place in 2019. The Strategic Plan is to be reviewed and updated annually. Each line item was reviewed.

1. *Maximize the community's access to information and resources:*

*Pursue resource sharing with Coastline libraries or another library consortium. Initiate contact with Coastline leadership to review requirements; report to library board to determine next steps.* There was a meeting with Coos Bay Public Library to discuss how they could work together. Requirements were not met due to hours of operation and the fact that the courier only serves Coos County. Lakeside library does not have the room to store couriered items at their location for pick up.

*Evaluate the library's open hours annually to ensure optimal service to the community. Conduct interim analysis of community needs.* Surveys were completed for June, September, and October 2019. Nothing can be done at this time due to COVID-19 restrictions.

*Work with other local organizations to develop a community information hub. Add links to other sites on library website. Explore additional options with other community groups.* The website has been updated to include Learning Express Library, Online Resources, and Helpful Links. Helpful Links are links to community groups.

Friends of the Library has done community partners presentations. Rolf Konig in partnership with Southwestern Community College (SOCC) presented programs on mobility, exercise, and nutrition. Grants were written for Gaming with RCCS but were denied. Worked with SCREL and 35 toddlers and preschool children were given backpacks. In May 2019 kindergarteners and 5th graders visited the library. Staff took training to be a Census Bureau site to assist with filling out the 2020 Census. The Wi-Fi was extended at a request from Lower Umpqua Hospital. Hosted Talk with a Doc in cooperation with Lower Umpqua Hospital. Was a dropoff site for Letters to Santa with Lower Umpqua Hospital and other facilities. Collaborated with local businesses and community trick or treating for Halloween. Was a partner with Family Fun Festival put on by Foursquare Church where 275 backpacks were given out.

*Explore ways to provide access to books and materials beyond the library facility. Explore need, policy issues, staff impact and potential community partners to deliver materials to homebound residents. Explore establishing "little free libraries" in the LULD's service area.* No homebound delivery but have curbside pick up. No little free libraries. Sue Cousineau will contact someone who has a small free library to see how books are making it through the weather.

Side note: the library closed on March 17, 2020 due to COVID-19 pandemic. On May 19,

2020 the library was opened with temporary services. June 23, 2020 the library opened for all services.

*2. Improve and enhance the library's collection:*

*Improve the library's print and media collections. Evaluate and weed the existing collection. Improve the collection by purchasing new materials.* Collections Development purchases for fiscal year 18/19 was \$2,571, fiscal year 19/20 was \$22,360 and this fiscal year 20/21 is \$2,450 so far. Weeding has been taking place with new items coming in. *Offer e-books and downloadable audio through Library2Go. Pursue membership in Oregon Digital Library Consortium.* Library2Go went live July 13, 2019. *Provide access to online databases and other information resources. Add free data bases from the State Library of Oregon to the library's website.* Gale databases were added October 2019 along with 10 other resource links. The Learning Express Library and Helpful Links has also been added.

*3. Provide access to technology, computers and the Internet:*

*Provide internet access via Wi-Fi and library computers.* Wi-Fi and internet are available. Wi-Fi was extended in May 2020 and two more public PC's were added. *Offer technology-focused learning opportunities and training. Provide ongoing one-on-one support. Explore options for classes.* No tech training for public and do not anticipate that it will happen in the near future. Staff does provide one-on-one support. *Evaluate the library's ILS (Integrated Library Services) needs.* Purchased Koha/Bywater ILS with 5 months of training, Went live April 24, 2020. Still working out bugs. Graphic novels and large print items did not transfer over properly so they had to be scanned one by one and changed.

*4. Offer quality services to children and teens:*

*Provide regular storytime and other early literacy opportunities.* Weekly Story times during school year included toddlers until March 17th. Not anticipating that this will start up again soon. *Offer year-round programming for children and teens.* Won't start due to COVID-19 restrictions. *Provide an annual Summer Reading program.* 50 children participated. *Celebrate Teen Read Week.* Has not happened. Will be worked on after COVID-19 restrictions are lifted.

Tara Adams offered to be video recorded reading a book so that children could access then even though the in-person program can not take place. Sue Cousineau invited other Board members to consider the idea as well.

*Explore partnerships with local schools, educators and service providers.* Partnered with SCREL to hand out the backpacks. Had applied for grants for YA Gaming but were denied. Library visits with the kindergarteners and 5th graders.

*5. Support lifelong learning:*

*Offer cultural and educational programming on a variety of topics. Encourage community members to present programs in areas of expertise. Collaborate with the Friends of the Library on programming opportunities.* Friends of the Library hosted Community Partners

Presentations of electric bikes, Hugelkultur, how to make fishing spinners, power salads, and Talk with the Doc on diabetes. Partnered with Southwestern Oregon Community College for senior programs of mobility, exercise, and nutrition.

*Support teen engagement through volunteer opportunities.* Had 3 teen volunteers last year and has spoken to RCCS about the requirements for a teen to volunteer at the library.

*6. Establish a strong operational foundation:*

*Develop infrastructure, process and policies to support effective library operations.* Lee Bridge has been instrumental in writing the policies with Gary Goorhuis and Ron Eberlein's comments. Personnel Policies and Collection Development Policies are completed. Sue Cousineau will review the Administrative and Financial Policies soon. Ron Eberlein has been taking care of preventative maintenance on a monthly basis. A new roof and painting of the building are planned for the future.

*Identify and pursue grants and other sources of additional funding.* Sue Cousineau, Gary Goorhuis, Jennifer Mc Duffy, and Ron Eberlein have written grants. The grants that were applied for were through Douglas County Library Foundation, C. Giles Hunt, Women's Suffrage, Ready to Read, and SDAO.

Sue Cousineau reported that 535 hours were spent reading by fewer than 50 preschool, elementary and young adults during the summer reading program.

*Build and maintain a strong volunteer program.* There are currently 9 or 10 regular volunteers.

*Develop a maintenance plan for the library facility.* Ron Eberlein has a checklist that he got from SDAO for Best Practices which is done monthly. The City of Reedsport is responsible for the maintenance of the building and is scheduled to do a quarterly review. Sue Cousineau had to contact the City to have this done but has not seen the report. There is a work order system in place when something needs to be done.

Sue Cousineau will enter the updates on the Strategic Plan with today's date.

The Technology Assessment was reviewed:

***High priority needs to be completed as soon as possible:***

- 1. Decide whether to apply for E-rate funding or not-*Decided to not do. Marty Zdunich mentioned that the funding would have only covered infrastructure this year.
- 2. Improve and replace the ILS-*went with Koha/ByWater.
- 3. Join the Oregon Digital Library Consortium-*done through Library2Go/Overdrive.
- 4. Join the Statewide Database Licensing Program-*done with Gale databases, Learning Express Library, Answerland, and Ask a Librarian.
- 5. Improve the library's website-*ongoing process.
- 6. Decommission or replace the self-check machine-*changed the computer that it is connected to. Most of the time it works.

***Medium priority needs to be addressed in the next 18 months:***

- 1. Upgrade/replace public and staff computers-*this has been done. Sue Cousineau mentioned that when she applies for the C. Giles Hunt grant in February she will be asking for money for furniture for two areas in the children's section for the computers

that are currently in that area. The grant will also include computer filtering to comply with CIPA, little libraries, and children's books.

2. *Add 2 catalog/research public computers*-added one, which seems to be sufficient.

3. *Upgrade/replace network infrastructure devices*-11 computers are for public use. 5 of them are using Wi-Fi. Discussion. Sue Cousineau will contact the Technology Committee to address this. Marty Zdunich will join this committee. Discussion about E-rate funding. A requirement of the funding is that the computers are CIPA compliant for filtering. There has not been a specified section for the children's computer area so computers do not meet this requirement.

4. *Improve public computer security*-Firefox and Cybrarian are being used. No history is being saved.

5. *Provide Adaptive technology for patrons with disabilities*-in progress. Sue Cousineau will work on this more.

6. *Replace network wiring if possible*-not done.

7. *Add power outlets to public spaces if possible*-4 power strips and a charging station have been added.

***Longer range needs to be addressed in the next 2-3 years:***

1. *Begin replacing public desktop computers with portable devices*-Sue Cousineau doesn't see a need for this to be done. Discussion.

2. *Replace catalog/research stations with shelf end adjustable height devices*-the All-in-One catalog is on a cart.

3. *Install sound and projection system in meeting room*-completed.

4. *Replace public printer/photocopier*-done.

5. *Implement public Wi-Fi printing*-purchased through Cybrarian.

6. *Evaluate the need for a public computer/printing management system*-using the Cybrarian print manager.

- b. Board approval of forms**-Sue Cousineau has 16 forms that she wanted to know if the Board needs to approve. Marty Zdunich suggested that a Board member should review them but doesn't need Board approval. Tara Adams volunteered with help from another Board member. Sue Cousineau will ask Lee Bridge to join Tara Adams.

Sue Cousineau presented the Oregon OSHA's COVID-19 Temporary Standards. She mentioned that there will have to be some policies put in place to address these standards. Discussion.

- c. T-Mobile for Governments**-Sue Cousineau is interested in this for hotspots. Patrons would be able to check out these hotspots from the library. It would afford people the opportunity to get the internet where there is service. The cost to the library will be \$29.75 a month per unit. Discussion. Sue Cousineau will send the Board the literature on this.

Sue Cousineau shared the Erate 2021 funding information. Elba England asked for further explanation about Erate. Marty Zdunich shared that it is funding for schools and libraries for affordable telecommunications and internet access.

- d. Foundations**-Sue Cousineau attended the Small Town Strategies Fundraising training,

She is recommending that a foundation be formed to support the needs of the library. Discussion. This will be put on next month's agenda.

**Comments from Board Members**

- Ron Eberlein mentioned that he found a place to donate the old copier, Resurrection Lutheran church in Florence. Sue Cousineau created a form entitled Donation of Surplus Equipment to a Non-Profit Organization. This form was used to record the donation of the copier.

**Next meeting:** Tuesday, December 8, 2020 at 6:00 pm

**Meeting Adjournment: Motion** made by Tara Adams to adjourn the meeting at 8:07 pm. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, and Zdunich voted in favor of the motion.)

Submitted by:

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

Date: 11/30/2020

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

Approved by:

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

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