

Lower Umpqua Library District
Board of Directors Meeting Minutes
13 December 2022
Lower Umpqua Library and Zoom

LULD Board Members: Dale Harris, Pres., Lee Bridge, VP, Gary Goorhuis, Treas, Christine Thomas

Unable to Attend: Tara Adams

Community Members: Ron Eberlein and Terry Moore by Zoom

Staff: Alex Kuestner

Called to Order: Dale Harris called the meeting to order at 6:02 pm. Harris noted receipt of a note from the Friends of the Library thanking Kuestner and the Board for their efforts during the year and supplemented with some holiday treats.

Pledge of Allegiance: Dale Harris lead the Pledge of Allegiance.

Public Comments: None

Meeting Agenda: Goorhuis asked to add discussion of weather effect on the Winchester Bay Neighborhood Library. He also asked to add information about an author who has moved to the area, New Business 9c. Bridge moved to approve the amended agenda with second from Goorhuis. Unanimously accepted, 4-0.

Review of the Minutes: November 8, 2022 Board Meeting minutes have been sent to all members. There were no corrections. Acceptance moved by Goorhuis, second by Bridge. Vote of 4-0 for approval.

Finances: Kuestner presented information on disbursements. He detailed items on the credit card. Motion to pay the bills for \$14,535.99 by Goorhuis, second by Bridge passed unanimously, 4-0.

Library Report: Kuestner

- a) Printed report on use of services and lending between November of 2021 and 2022 provided. Increase in DVD and audiobook lending and overall lending, though he noted print book lending declined.
- b) Display table to highlight items set up near self-check-out. Classic books are the first to be promoted. He expects to occasionally change and promote other categories.
- c) DVD Collection: He recommends adding genre labels for DVD Films such as *Action, Anime, Foreign Films (original spoken language not English), Vintage with subtitles*, etc. Some of these labels can be purchased and some will need to be made by staff. Recent acquisitions using Douglas County Library Foundation Grant funds made in children's titles, older movies and TV shows on DVD. Consensus of the Board is to proceed with further acquisitions as he proposed.
- d) The library has accepted two individuals assigned by the local court to perform public service. Kuestner has designated them to work on checking the available titles against the information in the database since errors have been noted. Once completed the database should accurately reflect the material available.
- e) Kuestner notes that he has worked in other libraries (Texas and Hawaii) where there was a section devoted to local or area information and works of fiction highlighting the location. He would like to do the same here creating an "Oregon/Pacific Northwest" section. He noted that at this time Oregon History is under 979, Information about Oregon sawmills and logging in the 600s and Oregon fiction scattered by topic and author. He proposes locating the case at the end of the aisle where the current Oregon history section is located. He would like to purchase these cases or have them built locally. He has looked at buying matching cases (a second would be used to house young adult titles in another area) and each cost \$859 with shipping for both totaling \$483. The Board, by consensus, agreed that having nice, matching units would be ideal. Asking Friends of the Library to partially fund

this is reasonable. Kuestner can inquire if there is a less expensive shipping option and is given approval to proceed with acquisition.

Action Items Follow Up and Report: Alex Kuestner

- a) Bridge and Kuestner went to Hennicks Building Supply and ordered material for six additional neighborhood libraries. Delivery is scheduled for tomorrow. Some of the items still need to be purchased from other vendors. The decrease in the cost of lumber resulted in significant reduction compared to the cost for the first unit. Discussion of using remaining funding for plaques that are durable to the elements and include information such as library name, grant name, etc. was discussed. Bridge will follow up on lights and plexiglass sources so these can be ordered before year's end per the conditions of the grant extension. Goorhuis noted that the unit in Winchester Bay was having some minor problems. The high winds were causing the doors to swing back and forth. The doors had swelled and were not fitting well. Terry Fleury of the Wbfd took the initiative and planned the doors to fit. Bridge has stronger magnetic latches which can be installed. He plans to make a trip to the installation to assess if there are any other adjustments needed.
- b) Substitute Library Assistants: Paige Edwards (worked for LULD June-September before departing to attend college) is available to work some hours over her winter break. The Board agrees to Kuestner's plan to use her time to cover employee time off and also as an extra set of hands to accomplish some of the needed tasks. The Board discussed the benefits/drawbacks of trying to have an additional person be available as on call with no guaranteed hours. Perhaps Kuestner can find someone however adding additional guaranteed hours would need Board approval.
- c) Homelessness at the Library: Past issues and recent incident that led to contacting RPD. The individual was given a trespass citation that prohibits the offender from being on LULD property for one year. This does not include the public sidewalk where he has been seen recently. Kuestner noted the extensive documentation he is keeping. There are two additional individuals without addresses using library services without causing disruptions. City of Reedsport removed an abandoned bicycle chained to the bike rack left there for many months by another transient person.
- d) Preschool Story time - Juneen has restarted in-person story time this month with good attendance noted. It is scheduled every two weeks on Wednesday. This program is being advertised on the Library website and Facebook page. A flyer advertising resumption is being provided.
- e) PFMLI Program-Information with details on the program were provided by Kuestner and Bridge with the full information sent out electronically. The program will be funded by a 1% payroll deduction from each employee. The employee can opt out of participation. Businesses of 25 or more are required to participate. Smaller businesses have the option of participating. If LULD opts in the District will pay at least 40% of the deduction with the employee responsible for the remainder. Based on the total salary expense for the director and employees of just over \$100,000 for the year, the library portion would be \$400-500 in an additional expense. Contributing to the program brings other benefits the library would be eligible for to cover costs of additional employees while the permanent employee was on leave. After discussion, Bridge moves "LULD participate in the program, paying 40% of the 1 percent assessment, and have Cardinal Services administer the program." The motion was seconded by Goorhuis. There was no further discussion and the motion passed 4-0.
- f) Kuestner notes that the *Classics Section* is being expanded further. Patrons are enjoying. Juvenile and Adult Sections are the highest volume being used. He and staff are working on obtaining more YA classics to improve the selection.
- g) LULD Covid-19 Policy Monthly Review - Policy remains the same. Advised to wear a mask when library use is high.

New Business:

- a) LULD is required to provide an annual statistical report to the State Library. Some questions had evolved from last year's report requiring additional research by Kuestner. He checked with the board regarding his finding that the Hot Spots were not being funded by a grant and this appears accurate. For the future, he will change methodology to track on a current spreadsheet some of the items needed for future reports.
- b) Kuestner discussed with the Board that the current four Hot Spots (through T-Mobile) are popular and the number could be expanded. One of the current grants could potentially be used to fund the monthly service charge that now is coming out of the IT line item. There are ongoing issues with functionality in the Smith River corridor that

appear to be related to the carrier. Kuestner has been trying to get this resolved and it appears to have started after T-Mobile serviced a tower there.

- c) A new resident to Winchester Bay is an established author who has relocated here from Hawai'i, Toby Neal. She has several series including *Paradise Crime Mysteries* and *Paradise Crime Thrillers*, both set in Hawai'i. Goorhuis suggested that staff contact her since she may be willing to do a reading/book signing at the library and she might also be willing to donate some of her books to expand the LULD collection.

The Board entered executive session under ORS 192.660 Personnel Issues.at 7:05 p.m. and returned to regular session at 7:23 p.m.

Meeting Adjournment: There was no additional action and the meeting was concluded at 7:24.

Next Meeting: Tuesday, January 10, 2023 at 6 p.m.

Submitted by: Christine Thomas, acting Secretary

_____ Date:
NAME

Accepted as written or amended on (date) _____

Approved by: Dale Harris MD, President
