

Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.

Reedsport, Oregon 97467

6:00 pm, Tuesday, February 10, 2026

1. Start Zoom
2. Call to Order Eberlein
3. Pledge of Allegiance Eberlein
4. Public Comment – 3-minute limit per individual
5. Review of the meeting agenda Eberlein
6. Review of the Minutes, January 13, 2026 Eberlein
7. Finances Kuestner
 - a. Motion to Pay the Bills
8. Library Report Kuestner
 - a. Library statistics report
 - b. Displays
 - c. Library events
9. Action Items Follow-up and Report Kuestner
 - a. Grants
 - b. Neighborhood libraries
 - c. Koha and shelving reorganization/weeding project
 - d. Conferences
 - e. Director checklist
 - f. Updated policies/procedures
 - g. Art books
 - h. Library employment
 - i. Landscaping
 - j. Credit cards
10. New Business Kuestner
 - a. Newspaper theft
11. Executive Session ORS 192.660 Personnel Eberlein
12. Comments from Board Members
13. Next meeting March 10, 2026
14. Meeting Adjournment

Lower Umpqua Library District
Board of Directors Meeting Minutes
02/10/2026
Lower Umpqua Library and Zoom

LULD Board Members: Five present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, Melissa Lilly, Secretary Dale Harris. Absent: None.

Staff Present: Alex Kuestner (Director), Kaitlyn O'Dell.

Community Members: Terry Moore attended in person, Colleen Eberlein via Zoom.

1. **Start Zoom.**
2. **Call to Order:** Ron Eberlein called the meeting to order at 6:00 PM.
3. **Pledge of Allegiance:** Ron Eberlein led the Pledge of Allegiance.
4. **Public Comments:** Moore commented on the rumors about the local food bank closure. Harris was able to clarify that the food bank is still open despite their difficulties with receiving fewer grants and the director stepping down. The food bank is looking for more volunteers. The installation of the neighborhood library module at the art school was discussed with Moore commenting on filling it up with donations recently. There is slight confusion on the progress for the roof of the neighborhood library and its ability to start operating.
5. **Review of the meeting agenda:** Lilly moved, Harris seconded.
6. **Review of the Minutes for January 13, 2026:** Lilly moved to accept the minutes as written (with one potential correction to misspelled name of staff member Stacey Broussard), Harris seconded, and the motion passed 5-0.
7. **Finances:**
 - a. Motion to pay the bills: Goorhuis moved to pay the bills as presented by Kuestner: bills over \$1,000 totaling \$21,571.47 (\$6,224 to SDIS for Property/Casualty Insurance and \$15,347.47 for payroll to Cardinal Services) and bills under \$1,000 totaling to \$6,075.43 for a total amount approved of \$27,646.92. Bridge seconded, and the motion passed 5-0.
8. **Library Report:** Kuestner
 - a. Library Statistics Report: Patron borrowing and print checkouts increased compared to the statistics from December 2025 and from January 2025. Major changes to library operation included the continued removal of the self-checkout machine, which appears to have caused a 60% increase in the number of patrons recorded as borrowing items through Koha during January 2026, with fewer errors due to staff checking out all materials instead of patrons. The computer from the self-checkout station will be converted for staff use. The open house on January 10th was a success, with many patrons participating in Library Bingo and showing up for the event.
 - b. Display: The Juvenile Pacific Northwest (PNW) display did not draw much patron attention, except on the day of the open house, however, the Adult PNW display was popular with staff often replacing items in the display. The displays will be changed out soon with ideas to have the juvenile display focusing on soundbooks and the adult display to correlate with the popular bingo cards.
 - c. Library events: Library bingo continues to be a popular activity for patrons since the open house and is expanding patrons' understanding of different parts of the library. Staff have expanded the selection of bingo cards since the open house faster than originally anticipated, due to patron interest.
9. **Action Items Follow-up and Report:** Kuestner
 - a. Grants: The library did not get the LSTA Mini-Grant for \$3,000. The library received the Douglas County Library Foundation grant of \$5,000, which was \$500 more than LULD received from that grant last year. With assistance from Jonathan Moore and Debb Montclair, Kuestner applied for the Marie Lamfrom grant that offers up to \$10,000 per year for three years. This grant is for general operations, such as payroll. LULD fits the grant's criteria, however, they favor 501c3 organizations that have been in operation for at least one year. Final decision for this grant, after a first and second screening, will be in April or May.

- b. Neighborhood Libraries (NLs): The Gardiner neighborhood library is still not fully operational. Jonathan Moore received a text message from Emily Wilson of the Art School, which included a photo of the NL, mostly intact but lacking a roof.
- c. Koha and shelving reorganization/weeding project: Volunteers are gradually putting juvenile labels on books in the children's section, with the juvenile fiction and juvenile nonfiction sections completed. Staff is continuing to correct collection code errors in Koha. A new format was added to Koha for soundbooks, as they are popular with juvenile patrons.
- d. Conferences: Kuestner attended the SDAO conference in Seaside last week and came away with information on various topics, such as employee evaluations. The conference offered information on evaluations, issues facing specific districts, best practices for board meetings, etc. Networking with participants from other special districts provided information on the Nehalem Fire District's use of hotspots with satellite internet, which is cheaper than what LULD pays for hotspots from T-Mobile. Drain's library director expressed interest in reciprocal borrowing with LULD as well as with Elkton High School. Drain is also running a bingo program similar to LULD's and is interested in sharing bingo cards. Drain creates custom labels rather than purchasing from Demco and might be interested in sharing that with LULD. The director of the Siuslaw Library District in Florence talked about how they use the Local Government Investment Pool (managed by the Oregon State Treasurer), which provides higher interest rates on investments than those LULD has presently. Wilsonville Public Library (near Portland) gave LULD three boxes of *Oregon Historical Quarterly* issues from the early 1900s, to be incorporated into the PNW section. There is a budget training meeting in Albany on March 17th by the Oregon Department of Revenue, and the Oregon Library Association conference in Portland that is in April. Kuestner will attend both of these conferences.
- e. Director Checklist:
 - i. Staff meetings continue to be held monthly, shortly after the board meetings, on Thursdays.
 - ii. Volunteer numbers remain higher than last year, but staff are still looking for additional volunteers.
 - iii. Staff evaluations are current.
- f. Updated policies/procedures: Currently, four are being updated and will be ready for the next meeting.
- g. Art Books: Art Resource Transfer, a nonprofit in New York City, donated 68 brand new books to LULD, including art books, adult fiction, history and poetry. A bingo card will be made to draw attention to these items.
- h. Library Employment: O'Dell has been given additional hours since Anna Colling quit. She is doing well and has been given additional responsibilities.
- i. Landscaping: Leo's Landscaping's last day was January 22nd, with Cleaning 101 to begin landscaping soon. Trisha Jewell of Cleaning 101 is aware of the issues that LULD wants addressed, such as the blackberry bushes that Leo's consistently missed.
- j. Credit Cards: The PayPal credit card offer discussed at the last meeting does not qualify for a business account. When Goorhuis cancelled the credit card in his name with Columbia Bank, he closed the whole account by accident. This also cancelled the card in Kuestner's name. Kuestner met with Danny Morgan, manager of Columbia Bank in Reedsport; the version of the card LULD previously had was unavailable, so he applied for a similar credit card. While waiting on the card, the January water/sewer bill was paid with Kuestner's personal credit card with reimbursement made from petty cash. The board suggested that in the future reimbursements of that nature be made in check form. The February water/sewer bill was paid by check.

10. New Business: Kuestner

- a. Newspaper theft: The most recent issues of newspapers are on display near the Solarium with back issues that the library still wants to retain for patron use stored behind them. Older newspaper issues that the library is ready to discard are stored on the lowest shelf and are available for patrons to take for free (these

are clearly marked with signage). Lately, one or more patrons took an excessive number of current issues from the newspaper displays and back issues still intended to be kept by the library and not from the free discard pile. Suggestions are to move the free back issues pile to the foyer where the free magazine pile is already located and to put up signage that more assertively explains LULD's borrowing rules for newspapers. If that fails, there is the possibility of buying a security camera with the SDAO Safety and Security grant and using it to discourage theft and to identify the culprit(s).

11. Executive Session ORS 192.660 Personnel: Eberlein

12. Comments from Board Members:

13. Next Meeting will be held on March 10, 2026.

Submitted by:

_____ Date: February 3, 2026
Kaitlyn O'Dell - Library Page

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____