

**Lower Umpqua Library District
Board of Directors Meeting Minutes
9/10/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Secy., Gary Goorhuis, Treas.

Staff Present: Alex Kuestner (Director), Jonathan Moore.

Community Members: Chris Adamson and Terry Moore.

1. Start Zoom.

2. Call to Order: Harris called the meeting to order at 6:08 p.m.

3. Pledge of Allegiance: Harris led the Pledge of Allegiance.

4. Public Comments: Chris Adamson suggested that staff spend the last 15 minutes of each day tidying up their workspace and the library as a whole. She also recommended campaigning to recruit more library volunteers.

5. Review of the Meeting Agenda: Thomas made a motion to accept the agenda as presented, Goorhuis seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Thomas moved to accept the minutes of August 7 as amended, Goorhuis seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Kuestner noted that bills are higher this month due to the end/beginning of the fiscal year. Thomas moved to pay LULD bills: bills over \$500 totaling \$14,390.55 (namely \$703.00 & \$703.00 to SDIS for two months of health insurance, \$12,202.78 to Cardinal Services for payroll, and \$781.77 for Interlibrary Loan.) and bills under \$500 totaling \$3,182.42, for a total amount approved of \$17,572.97. Goorhuis seconded, and the motion passed 4-0.

8 Library Report: Kuestner

- a. Library statistics report: Print checkouts were slightly higher than last month, and software checkouts have picked up. E-books and E-audiobook checkouts were significantly higher than this month last year. Overall circulation is slightly higher than this time last year, but not significantly so.
- b. Displays: Kuestner asked the board whether the library can start adding new items again. The board raised concerns that staff haven't been able to catch up with the backlog of books to be added. Kuestner believes that staff will be able to handle newly ordered books once they come in over the next two months.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries (NLs): The Oregon Coast School of Art still has not signed the memorandum of understanding. Highland Pool is very interested in having an NL there. Kuestner delivered the memorandum of understanding to them. The Speedy Mart at Wells Creek sells used books now, so it seems unlikely that they will want the library offering free books at the same location. Kuestner reached out to the Scottsburg fire station, and they were enthusiastic about having an NL there.
- b. Roof: Pioneer Roofing finished replacing the flat roof on Friday the 6th. According to them, whoever installed (several years ago) the heat pump that goes to the conference room screwed straight

through the roofing without sealing around the holes, which is what allowed water to leak through the roof and rot the plywood underneath. The city replaced the HVAC system, but it still needs to be reconnected to power.

- c. C. Giles Hunt Grant: Kuestner and Cody Robinson (Aethelwulf Computing Services) are in the ongoing process of researching new computers. Kuestner found desktop computers on sale on Amazon for \$500. Robinson thinks he can get better specs with a package deal from Dell, though the price would be higher.
- d. The library hasn't received its copies of the *North Douglas Herald* for this month yet.
- e. Library Assistant: Eberlein, Thomas, Kuestner, and Jonathan Moore interviewed eight candidates, and decided to hire Rachel Wozniak, who scored the highest in the interview overall. She is scheduled to start in two weeks. Meanwhile, Debb Montclair has been working as LULD's substitute. Kuestner and Jonathan Moore calculated how much money is left in the part-time staff budget, and there should be more than enough funds for Debb to work about ten hours per week, in addition to the rest of the staff working a full number of hours, plus claiming vacation time.

Patrons have been showing interest in attending a book club at the library, so Kuestner proposed having a library assistant lead or facilitate a book club. However, LULD isn't a large enough system to have a copy of a book for every member of a club. Potentially, the library could order books through Interlibrary Loan to get enough books. Alternatively, club members could each read their own book, and meet to share what they've read. Terry Moore said that when she frequented the book club years ago, members wouldn't all consistently read the same book, so the woman running the club decided to organize each meeting around a genre/topic instead of a specific book.
- f. Microfilm: Kuestner picked up a free portable microfilm reader from Chemeketa Community College.
- g. Internships: LULD's two teen internships ended in August. David George's project was the creation of finding aids. He didn't complete as many of them as Kuestner had hoped, but the finding aid for world/foreign languages (a binder containing lists to help patrons find items in any particular language) is mostly complete.
- h. Kuestner discussed continuing preparations on programs, namely the orienteering program and the all-season reading program. The board wants him to prioritize goals on the director's checklist (see 9o) and pursue new programs at his discretion when he thinks that they won't interfere with progress on that list.
- i. Retirement plan: Kuestner and staff are sending in their retirement contribution forms to Ascensus. The library will match employee contributions to retirement up to 3% of pay. Kuestner and Jonathan Moore questioned how they could retroactively contribute. Harris believes that the way to accomplish this would be to contribute a larger proportion of current pay, which the library would then match up to 3% of annual pay, but the board recommended asking Cardinal and Todd Smithpeter for confirmation.
- j. Cardinal services and vacation hours: Kuestner discussed vacation hours with Cardinal services. Leave hours for staff do not appear to be listed correctly yet. Thomas and Harris suggested telling Cardinal exactly how many accumulated hours to add to each employee's account, and making sure that they get the tally correct for the first few months (if Cardinal will accommodate that).
- k. Policy issues: Kuestner asked the board to clarify what the limits of his authority are, acquiring furniture and arranging it in the library, etc. The board reiterated concerns that the library has been become more cluttered—and acquired more furniture, appliances, and materials—without necessarily having sufficient space to store it all. They encouraged Kuestner to make his own

decisions regarding acquisitions and organization, but to keep his eye on their overall goal of making sure the library is organized and free of clutter.

- i. Quickbooks: The fee went up to \$1,000 from \$600 last year. Harris and Kuestner discussed getting a less expensive version, but haven't been able to find any options yet. Kuestner wants to stay with the current plan, but more money will need to be added to the Office Supplies budget category to cover the increase.
- m. Compilation agreement vs. AUP: According to SDAO, the roof replacement counts towards the total budget (which if over \$250,000 would require an AUP). The AUP would cost \$15,000 from Isler, while the compilation agreement would cost \$3,000. This year, LULD will do the compilation agreement. Next year, LULD may be required to do an AUP, but could shop around with other auditing agencies (which SDAO recommended).
- n. Interlibrary loan with local schools: Elkton High School's librarian, Nancy Soleim, visited LULD and talked with Kuestner and Jonathan Moore about loaning books between our systems. The plan is to have mutual institutional library cards, so each library would facilitate and be responsible for items borrowed from the other library by their patrons. The board approved of the idea, and requested that Kuestner write up a policy accordingly (with the option of implementing it before the next board meeting).
- o. Director checklist: Harris read through the a checklist of goals and projects, checking with Kuestner that progress is being made with all items.
 - Organizing staff meetings is a work-in-progress; Kuestner discussed with staff.
 - Employee evaluations: Kuestner will be reporting Jonathan Moore's in October.
 - Ensure Cardinal Services accurate accounting for leave accrual: see 9j.
 - Keep the LULD website current, including posting board minutes: recent minutes are posted up until July & August, which are still being processed (the board requested that minutes be posted within a week after being approved). Reformatting of minutes archive is a work-in-progress.
 - Develop plans for completion of the Summer Reading Program and continuing Wednesday storytime in light of staff changes: Storytime is currently being covered by a rotation of Stacey, Jonathan, and volunteers. The SRP ended in August; 14 out of 15 raffle prizes have been picked up by the winners.
 - Campaigning to attract more volunteers is a work-in-project (as mentioned under 4.).
 - Cody Robinson is confident that he would be able to set up the new computers in a timely manner once they are acquired, but the timeline for acquiring computers is less clear. Harris would like the library to move forward with that by November at the latest. Eberlein requested that the library also replace its network router.
 - The board requested an arrangement (possibly with volunteers) to have the library grounds regularly weeded and cleaned up.

11. New Business: Kuestner

- a. Meetings suggestion: Kuestner requested that board members let him (or staff) know when they are going to stop by to meet with him (or staff), so he can make sure to be present and to have any materials prepared that the board wishes to discuss (for example, the minutes).
- b. Statistics for items used in library: Kuestner is concerned that items used in the library (such as newspapers and magazines) are not tracked in statistics and proposed ideas for tracking them. Thomas and the board consider that decision to be at Kuestner's discretion.

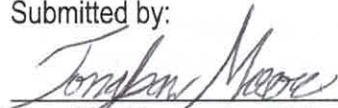
- c. Updating policies and procedures: Kuestner attended an SDAO webinar on updating library policies. SDAO will provide a template for policies, as well as free consulting for libraries to make sure their policies are in compliance. They recommend consulting with them before the board approves any new policies.

12. Comments from Board Members: Eberlein: There is an SDAO training with George Dunkel, in Florence on the 26th of September concerning board member expectations and ethics.

13. Next board meeting will be held on Wednesday, October 23, at 6pm.

14. Meeting adjournment. 8:02pm

Submitted by:

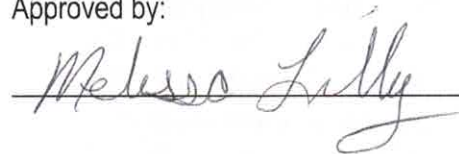


Date: Oct. 16, 2024

Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) Oct. 23, 2024

Approved by:



Date: 10/31/24