

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, December 8, 2020
Lower Umpqua Library

LULD Board Members Present:

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

LULD Board Members Absent:

Gary Goorhuis

Community Members via Zoom:

Colleen Eberlein
Shannon Arsonis

Staff Present:

Sue Cousineau
Elba England via Zoom
Jennifer McDuffy via Zoom

Called to Order:

Ron Eberlein called the meeting to order at 6:02 pm.

Pledge of Allegiance-Ron Eberlein led the pledge.

Review of the Meeting Agenda: **Motion** made by Lee Bridge Marty to accept the meeting agenda. Seconded by Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

Review of the Minutes of November 10, 2020: Ron Eberlein said that Elba England had found an error when she was doing the minutes on page 4, under item 2, the second to the last sentence. It stated that the Gale databases were added in October 2019. This should be changed to April 2019. **Motion** made by Tara Adams to accept the minutes of November 10, 2020 with this change. Seconded by Marty Zdunich. Motion carried. (Eberlein, Adams, and Zdunich voted in favor of the motion. Bridge abstained.)

Review of the Emergency Board Meeting Minutes of November 18, 2020: **Motion** made by Marty Zdunich to approve the minutes of November 18, 2020 Emergency Board meeting. Seconded by Tara Adams. Motion carried. (Eberlein, Adams, and Zdunich voted in favor of the motion. Bridge abstained.)

Finances:

a. Library Director's Report-

1. **Motion to pay the bills.** Sue Cousineau presented 14 checks for \$6,757.35 for November 18th to December 4th. Checking account balance is \$155,198.34 as of December 4th. Sue Cousineau mentioned that the reason for the large balance in the checking account is due to receiving the property tax payments. **Motion** made by Tara Adams to pay the bills for \$6,757.35. Seconded by Lee Bridge. Unanimous approval.

(Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

2. **CD Renewal.** The CD with Umpqua Bank will expire on December 11th and must be renewed within 10 days of that date. Sue Cousineau was looking for direction as to the length of time to renew it. Current interest rate is .1% and was renewed for 3 months. Discussion. **Motion** made by Marty Zdunich to allow Sue Cousineau to renew the CD for 3 months if there is no better rate than the .1% that is currently being earned. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

Public Comments-Former staff, Shannon Arsonis, addressed Sue Cousineau's report to the Board at the last Emergency Board meeting. Sue Cousineau had asked her opinion about the OSHA Requirements for Workplaces and whether the library should be closed during this freeze set by the Governor. Shannon stated that staying 6 feet away from patrons would be difficult and at some times leave her hands tied to be able to help a patron. She did not want to be yelled out if she wasn't able to maintain social distance so she thought it would be best to close the library during the freeze.

Shannon stated that Sue Cousineau's comments at the Emergency meeting implied that she would not keep the community members safe. Shannon stated that she has never disobeyed a direct order given to her or would she ever want to put the patrons in danger. She has always maintained a can-do attitude even though the workload seemed insurmountable. She felt unsupported by Sue Cousineau's statements which has caused her grief. This has partly contributed to her resignation.

Staff member, Jennifer McDuffy, addressed the information given by Sue Cousineau at the Emergency Board meeting of November 18, 2020. Sue Cousineau had stated that the staff was not comfortable following social distancing requirements that OSHA had put in place. This is untrue. Jennifer had stated that when she was asked her opinion of the OSHA Requirements for Workplaces, she stated that she was not comfortable not helping people. She said it would be better to close the library if staff was not able to help the patrons.

When Jennifer McDuffy heard what was said at the Board meeting, she was shocked that Sue Cousineau would suggest that Jennifer would not follow these regulations. Jennifer's concern is also that the Board members might believe this about her and that it might get to a community member who had previously harassed her. Jennifer has been a committed employee of 20+ years of the library and feels that it is a shame that a valued employee has been lost due, in part, to this issue.

Library Report

a. Staff reports

- Sue Cousineau asked that a meeting date and time be set to review forms that she has created. The meeting is set for December 17th at 3pm for Tara Adams, Lee Bridge, and Sue Cousineau to review the forms that were recently created.
- Tara Adams will be having her Theatre Class do a dramatic audio reading of Polar Express. This reading will be recorded on December 16th and put on the library website. Discussion.
- Sue Cousineau presented an example of costs for Little Libraries. She is suggesting that 7 are needed with an approximate cost of \$3,500 based on the costs presented in the example. Discussion. Lee Bridge said that he could build these but does not like the design. He also thought that the cost was too high and believes that he can get the costs

down but will need some time to review further. Discussion. **Motion** made by Marty Zdunich to table this until the next meeting. Seconded by Lee Bridge. Unanimous approval. (Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

- There will be a Technology Committee meeting on December 16 at 6pm. Sue Cousineau asked Marty Zdunich if he would be able to attend. He will be able to. The committee will be discussing the technology assessment list at the meeting.
- Sue Cousineau has written a letter of support for Lower Umpqua Hospital Foundation for a grant where the library will partner with them for the Roots and Wings project.
- 13-14 applications have been received to fill the open staff positions. The Interviewing Committee may start interviewing December 21st. The committee will be Tara Adams, Ron Eberlein, Jennifer McDuffy, and Sue Cousineau. Will interview 4 or 5 applicants.
- Sue Cousineau has sent one past due account over to the collection agency via the portal to see how things work. She will now send the rest over. There are about 40 accounts past due.
- The library has been quiet. People have not been lingering.
- Sue Cousineau presented the statistics. The library was only open 14 days, 82 hours in November. Sue will send the statistic report to the Board members via email.
- The Actual vs Budget report for July 1st, 2020 to December 4, 2020 was presented. Sue Cousineau asked if there were any questions. There were no questions.

Action Items Follow Up and Report

a. Grants:

- The SDAO Safety & Security matching grant for exterior lighting and a timer was accepted for \$1,446. The work will be done on January 8th.
- A grant application has been submitted to Douglas County Library Foundation for \$3,000. Should find out in February if it is awarded.
- State Library grant will reimburse for expenses for PPE. Sue Cousineau is waiting for a bill from the City of Reedsport before this can be completed.
- Sue Cousineau has submitted a grant to the CoronaVirus Relief Fund (CRF) for staffing costs for \$1,631.23. She will be submitting an additional one for November EFMLA too.
- C. Giles Hunt Charitable Trust grant is for \$5,200. Still in the process of ordering large print and audio books. Will be looking to this foundation to help fund the Little Libraries plus two desks, chairs, and monitors for the children's area, as well as to freshen up the juvenile book section. This grant is due at the end of February.

b. Library Foundation-Sue Cousineau is looking to determine if a foundation is necessary for the library. The Dolly Parton Imagination Library is a missed opportunity for the community because there is no 501c3 that will cover this program. If there was a library foundation then this and possibly other programs could be put in place. Tara Adams asked if a think group might not be necessary to address this. Lee Bridge said that it is not difficult to set up a 501c3. The Hospital Foundation was brought up as a possible 501c3 that could be used, however, since the hospital is going through administrative changes at this time it was suggested that they are not approached at this time. Discussion. Topic will be placed on next month's agenda for further discussion.

c. T-Mobile-a demo hotspot has been received. Ron Eberlein will take it when he goes out of town to see how it works. Sue Cousineau would like to try out 2 hotspots if they work out and would be checked out like a book. Marty Zdunich will do some research on e-rate to see if the library is eligible. The cost per hotspot per month is \$29.75. If the unit is kept for one year the unit does not have to be paid for. Discussion.

- d. **Strategic Plan**-Sue Cousineau has updated the strategic plan. There were no questions about it.
- e. **COVID-19 Requirements for Workplaces (OSHA)**-Sue Cousineau put together the Exposure Risk Assessment form and the Infection Control Plan. The Board is requested to review these closely. Sue Cousineau has taken the required training for Coronavirus awareness that SDAO has made available. The staff will also take it to meet the requirements. Sue Cousineau asked the question if these forms were policies or just forms. Lee Bridge pointed out that forms usually are produced because a policy exists. It was suggested that a brief policy be written that states that the OSHA COVID-19 guidelines will be followed. This will be the policy that then supports the forms. Sue Cousineau will continue to create forms as required by OSHA in regard to COVID-19. She will check with the Coos Bay library to see how they are handling the requirements. Discussion. This will be added to next month's agenda for further review.

New Business

- a. **Sue's Health Insurance**-Sue Cousineau will be turning 65 in January. She can continue with health insurance she currently has through the District at a cost of \$1,244.72 a month or get a private policy. Sue is asking for an additional \$900.00 a month in wages to help cover the costs that she will bear for her future health insurance costs. The latter will save the District \$4,136.64 a year. Discussion. Lee Bridge suggested that the amount to give to Sue Cousineau to cover the cost of private insurance should be \$1,000. **Motion** made by Marty Zdunich to authorize a \$1,000 monthly raise in pay to Sue Cousineau and to have the current health insurance coverage with Regence for Sue Cousineau to be canceled effective January 1, 2021. Lee Bridge seconded. Unanimous approval. (Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

Comments from Board Members

- Ron Eberlein mentioned he and Sue Cousineau met with the insurance agent, Debbie McKinney to review the building insurance. The premium is a couple of hundred dollars less than last year. There is no discount for the alarm system because it is not a monitored system. Discussion. The cost for monitoring is \$50 a month which is not in the budget at this time.

Next meeting: Tuesday, January 12, 2021 at 6:00 pm

Meeting Adjournment: **Motion** made by Lee Bridge to adjourn the meeting at 7:40 pm. Seconded by Marty Zdunich. Unanimous approval. (Eberlein, Adams, Bridge, and Zdunich voted in favor of the motion.)

Submitted by:

Elba England
Meeting Clerk

Date: 1/2/2021

Accepted as written or amended on (date) _____

Approved by:

Ron Eberlein
President

Date: _____