Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.
Reedsport, Oregon 97467
Tuesday, 6:00 pm October 20, 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, September 08, 2026 Eberlein
7. Finances Kuestner
    a. Motion to Pay the Bills
    b. First Quarter Budget Report
8. Library Report Kuestner
    a. Library Programs/Events
    b. Library Brochures
9. Action Items Follow-up and Report Kuestner
    a. Library employment
    b. Conferences
10. New Business Kuestner
    a. AUP
    b. Bridging the Gaps Community Forum
11. Comments from Board Members
12. Next Meeting November 10, 2026
13. Meeting Adjournment

Lower Umpqua Library District
Board of Directors Meeting Minutes
10/20/2026
Lower Umpqua Library and Zoom

LULD Board Members: Five present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer (entered during 7a), Melissa Lilly, Secretary, and Dale Harris. None absent.
Staff Present: Alex Kuestner (Director), Jonathan Moore.
Community Members: 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
4. **Public Comments**: There were no public comments.
5. **Review of the meeting agenda:** Goorhuis moved to accept the agenda as presented, Bridge seconded, and the motion passed 5-0.
   (The first quarter budget report was discussed here, see 7b below.)
6. **Review of the Minutes for June 9, 2026:** Bridge moved to accept the minutes as presented, Lilly seconded, and the motion passed 5-0.
7. **Finances:** Kuestner
   a. Motion to pay the bills: (Goorhuis entered the meeting.) Lilly moved to pay the bills as presented by Kuestner: bills over $1,000 totalling $17,652.34 (to Paychex for payroll services) and bills under $1,000 totalling $3,140.57, for a total of $20,792.91. Harris seconded, and the motion passed 5-0.
   b. First Quarter Budget Report: Kuestner presented a report showing the amount spent in each budget category, how much was spent as a percentage of the 2026-2027 budget categories, and comments on several categories that involved special circumstances and/or were a higher percentage spent than the duration of the present fiscal year that has passed. Kuestner reported that overall LULD is on track to stay within budget during Fiscal Year 2026-2027.
8. **Library Report:** Kuestner
   a. Library Programs/Events: Storytime is being run by volunteer Cindy Whitaker, a retired kindergarten teacher. She is designing a schedule of readings and activities, which LULD is promoting online and via local news.
      LULD will host a Haunted Library event on October 30-31, in conjunction with Columbia Bank's Trick-or-Treat Scavenger Hunt (for which LULD donated 12 children's books as prizes).
      Drawings were held for the third quarter of the Reading Bingo program. The finale will be in December.
      The library's new open book club will be held on the third Friday of each month from 2:30 to 4:30 PM. Attendees can read whichever books they want and meet to discuss them. Eight patrons attended the club during its first meeting this past week. The next meeting will be held on November 20th.
   b. Library Brochures have been updated for the fourth quarter of 2026.
   LULD has made six shipments to Thrift Books, thus far, and received $236.43. Payments come within 36 hours of them receiving the shipments.
9. **Action Items Follow-up and Report:** Kuestner
   a. Library employment: LULD hired Eleora Wilson for Webmaster and Social Media Promotions, and Liam Johnston for the Library Assistant position. Eleora has made excellent progress revising the library's website—editing wording, adding search bars, and otherwise making the site more user-friendly. She has also made it more readily discoverable from search engines.
      Erin Wilson's 90-day review is due next month.

b. Conferences: Kuestner attended the Special Districts Association of Oregon (SDAO) training in Newport and the Libraries of Eastern Oregon (LEO) conference in Maupin last week. Highlights and topics included:
    - Special District boards are authorized to pass enforceable new laws.
    - Best practices for board governance, of which Kuestner will compile a list for a future meeting.
    - The legal threshold for a payment to require three bids has been raised from $10,000 to $25,000.
    - There is a possible opportunity to have LULD's historical newspapers and yearbooks digitized.

    The Southern Oregon Library Federation is coming to Reedsport to meet in LULD's conference room on Friday, October 23.

    The State Library of Oregon is having an open house for library directors on Thursday, October 29, in Salem, which Kuestner plans to attend. The SLO will pay for mileage expenses.

10. New Business: Kuestner

a. Agreed-upon Procedures: LULD is starting to gather the required documentation for the Fiscal Year 2025-26 AUP.

b. Bridging the Gaps Community Forum: Kuestner represented LULD at the Bridging the Gaps Community Forum held at City Hall, in which 30+ organizations from across Douglas, Coos, and Curry counties met to discuss the services they provide and possible partnerships. Kuestner promoted the library as a potential meeting place.

11. Comments from Board Members:

- Bridge asked whether Kuestner felt there was real value to the SDAO training. Kuestner responded that he did—he asked them questions and learned about ways in which LULD could be more consistent with SDAO standards. Bridge also noted that the Oregon Department of Revenue has budget training sessions, both in-person and online, and that the Oregon Government Ethics Commission has good training available on ethics. Kuestner noted that several trainings (including the recent SDAO training) earn LULD reductions in its insurance fees.
- Ron Eberlein asked who LULD chose to hire for payroll services. Kuestner replied that LULD staff did additional research and chose Paychex, and that their service has been satisfactory (thus far, they have only handled one paycheck).
- Harris inquired after the status of LULD joining Coastline. Kuestner replied that he has talked with some of the Coastline library directors, and the Port Orford director (Denise Willms) promised to talk with other directors and canvass their opinions. Kuestner will check back with her soon. Harris requested that Coastline be added to the agenda for November or December.
- Harris asked whether the electronics and cameras are up and running. Kuestner and Moore responded that all of the new security cameras have been installed by Integotec and are operational. One of the old cameras (the highest one, mounted on the ceiling) that LULD wanted removed was not removed, due to issues with Integotec's scissor lift. Otherwise, the computers and electronics are all working.
- Landscaping: Harris noted that weeds are coming back on one side of the library. Kuestner said that there was a misunderstanding: Cleaning 101, who LULD hired to provide landscaping, thought that "landscaping" only entailed trimming plants to look presentable, but did not include weeding. LULD has been paying them $90 per month (which Harris noted is not much). Kuestner and Debb Montclair went around the building with Trisha Jewell (of Cleaning 101) and showed her the weeds they would like removed. Cleaning 101 removed some of them, but not all. There is the possibility of revising the agreement with them to include a more serious weeding once per quarter.

  Harris reiterated his request that LULD lay down landscape barrier and bark chips. Kuestner has talked with Jewell about possible prices. Harris noted that using a thicker barrier (that will last longer) would be better.
- Harris asked about the proposal to replace the library's fluorescent lights with LED fixtures. Kuestner said that Matt Peck (Maintenance Department Lead with the City of Reedsport) came and looked at the situation, and obtained a quote from a business for a little less than $8,000. LULD is using that quote to apply for the SDAO Safety and Security grant, which could cover $2,500 of the cost. Ron Eberlein asked whether the new lights would use a ballast (like the old lights). Kuestner and Moore responded that the quote included removing the ballast. Ron Eberlein recommended checking with Central Lincoln to see if they have a grant for switching to LEDs.

12. **Next Meeting** will be held on November 10, 2026.
13. **Meeting Adjournment**: Ron Eberlein called the vote to adjourn, which passed unanimously, five voting in favor (Ron Eberlein, Bridge, Goorhuis, Lilly, and Harris) and none against.

Submitted by:

_____Date: November 4, 2026
Jonathan Moore - Library Technician

Accepted as written or amended on (date) _____
Approved by:

_____Date: _____

Ron Eberlein - Board President