

**Lower Umpqua Library District
Board of Directors Meeting Minutes
1/9/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Christine Thomas, Sec., and Melissa Lilly.

Staff Present: Alex Kuestner, Dir., and Jonathan Moore

Community Members: Terry Moore, and Colleen Eberlein (via Zoom).

1. Call to Order: Harris called the meeting to order at 6:02 p.m.

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

3. Public Comments: Terry Moore made two community announcements: There will be a memorial for Steve Miller at 1-3pm on January 13, at the Mindpower Gallery. There will be a performance by a string quartet called Quartissimo at the Lutheran Church on January 21 at 2pm.

Todd Smith Peter (See 8j. for continued discussion), an independent investment advisor in Portland, joined the meeting via Zoom, to discuss options for retirement plans for staff.

Plan types: There are two common types of plans that smaller employers can set up that don't require as much overhead as a traditional 401k: SEP (Simplified Employee Pension) and Simple IRA. In the SEP plan there is no employee contribution, only employer contribution. The Simple IRA allows employees to contribute a sizable amount if they wish (up to \$16,000 or 100% of their salary, whichever is less), while the employer contributes a matching amount, up to 3% of the employee's salary. The employer can go down to 1% of the employee's salary, but for no more than two out of every five years. (The Simple also has a non-elective option, where the employer contributes a set amount regardless of how much the employee contributes.)

Eligibility options (Form 5305): full eligibility (all employees are eligible), or limited eligibility based on current compensation (employees expected to receive above X amount, up to \$5,000) or prior compensation (employees who received X amount over the past 0-2 years, up to \$5,000).

Withdrawals: For both SEP and Simple, anything put in is the employee's from that moment, but withdrawing from a Simple IRA incurs an additional penalty if done before two years.

Choosing a financial institution: The plan sponsor can designate a single designated financial institution, or Option 2: You can allow the participant to choose an institution of their choice.

Fees: Participant pays .25% per year of their investment. If they want an advisor involved, they pay an additional .25%. (This is with Acensus.)

4. Review of the Meeting Agenda: Amendments: addition of item 9c. Thomas moved to accept the agenda as amended, Goorhuis seconded, and the motion passed 5-0.

5. Review of the previous meeting's minutes: Amendments: Goorhuis moved that we accept the minutes of Dec, 12, 2023 as presented. Eberlein seconded, and the motion passed 4-0 (1 abstained).

6. Finances: Motion to Pay the Bills: Thomas moved that we pay our bills, including those of more than \$500 totalling \$5,200.00, \$10,930.82, \$641.85, \$4996.00. Lilly seconded, and the motion passed 5-0.

7. Library Report: Kuestner

- a. Library statistics report: Physical print checkouts went up by 17% over Dec. last year.
- b. Displays: We haven't changed the displays yet this month. Kuestner bought a magazine display that can display whole magazine covers, which will replace the Historical Fiction display. Thomas asked whether we had any display plans for Presidents' Day and MLK Day.

8. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: The Ash Valley NL is fully assembled. The Mormon Church is close to finishing one. Kuestner will get back in touch with Smith River Store, regarding locating an NL there, have them sign an MoA, and find out where they want it. He will also contact Peterson's in Florence about building one.
- b. Homelessness at the library: Several homeless patrons have used the library during the past month, but none of them have caused any trouble.
- c. Pacific Northwest section: A patron gave feedback on the PNW section, that books in the PNW section would be easier for patrons to find if they were with other books in their genre, and only identified as PNW by their sticker, instead of in a separate PNW section as they are now. Patrons generally appear to like the section.
- d. Internships: We haven't received any applicants yet, probably because of the restriction that interns have to be active college students. Kuestner had ideas for how to potentially resolve this, by having the intern do work that can be done remotely during the school year, and then work in-person during the summer. Harris advocates contacting the granting agency and presenting three ideas to make changes to the grant, and if we can't work something out we might have to give the money back. Either way, determine what will be done with the money before too much more time passes. Harris doesn't think we should hire someone fully remotely.
- e. North Douglas Herald: Kuestner had another article put in the new issue, specifically mentioning the World Languages section, music CDs, the meeting room, and partnerships with the canine shelter and the lapidary society. He also advertised the paid internship and substitute position again.
- f. Roof replacement: Kuestner presented an email from Deanna Schafer, saying that our current roof may be less durable than it was supposed to be, and the city might pursue financial action against the company that installed it (which has had similar suits regarding other jobs). Harris: Regardless of the result of any suit from the city, we'll still pay for half the cost of replacing the roof. Find out from the city whether the bids we received last summer are still good for them or they want us to get new bids, and whether they will handle that whole process themselves.
- g. Interlibrary Loan has been increasing in popularity, both among LULD's patrons and other libraries requesting LULD's books. So far the only libraries that have requested LULD's books have been located outside Oregon.
- h. Magazines: We purchased several new magazine subscriptions with grant funds and money provided by the Friends of the Library. For example, two in Spanish (we've had some patrons asking for adult Spanish language materials) and many on various exercise and outdoor activities.
- i. Programs: Kuestner has been making a PowerPoint presentation about genealogy. He also learned about a website to create professional-looking orienteering maps.
- j. Retirement plan for director: (See also "Todd Smith Peter" above.) Lilly liked the Simple IRA option, where we choose one platform institution, and keep Todd on to manage it. Kuestner thinks it sounds

good. Goorhuis said the expense is much lower than for his employees. The board agreed to have Harris get the paperwork from Todd to move towards setting up the account.

- k. Drinking fountain: Kuestner has been having trouble getting the city and the plumber to give him an answer regarding the status of the permits. The grant to pay for that allows us until the end of the fiscal year.
- l. World Languages section: Non-English young adult and adult materials are now in the section to the left of the west entrance. These include books not in English, books about learning other languages, and movies that were originally not in English. Kuestner had the idea of putting a binder ("finding aid") that would list bilingual books that are elsewhere in the library.
- m. Substitute library assistant: We've received some applications. If Kuestner is comfortable with it, the board is fine with staff conducting the interviews.

10. New Business: Kuestner

- a. Roundcube email server: The email server is running out of space. It has much less space than Gmail provides with a free account. Buying unlimited space from our current vendor would cost at least \$150/month, which seems too high. Harris suggested doing more research to determine the best choice.
- b. Large donations of books: Someone bought a bookstore and has been gradually donating their entire inventory to us.
- c. Out of district library cards: A patron in Greece wanted to know whether they can get a library card without being here in-person. Tell them we haven't done this before, and we'll try it for one year. Have him send us a check in the mail and photocopy of his ID.

11. Comments from Board Members: Thomas met Toby Neal, a local author, who would like to come and give a presentation. She'd need about a month of heads up beforehand, so she could advertise to her following.

12. Next board meeting will be held on Tuesday, February 13, at 6:00 pm.

13. The meeting adjourned at 7:45 p.m.

Submitted by:

_____ Date: Feb. 3, 2024
Jonathan Moore - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____