

Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, November 12, 2019
Lower Umpqua Library Conference Room

LULD BOARD MEMBERS PRESENT:

Gary Goorhuis, Ron Eberlein, Lee Bridge, Pina Simmons, Deborah Yates

LULD STAFF PRESENT:

Sue Cousineau, Jennifer McDuffy

COMMUNITY MEMBERS PRESENT:

Terry K. Moore

1. CALL TO ORDER:

The meeting was called to order by Ron Eberlein at 6:00 p.m.

2. CITIZEN COMMENTS: None

3. REVIEW OF THE AGENDA:

Pina Simmons made a motion to accept the agenda as presented. Lee Bridge seconded. The motion passed unanimously. (5-0)

4. REVIEW OF THE MINUTES:

Lee Bridge made a motion to accept the October 22, 2019 LULD board meeting minutes as presented. Pina Simmons seconded and the motion passed unanimously. (5-0).

5. FINANCES:

A. LIBRARY DIRECTOR'S REPORT:

Sue Cousineau reported that she and Gary Goorhuis reconciled the accounts. The money market account balance as of 10/31/19 is \$90,290.34 with the interest down to 25 bps from 50 bps. The checking account balance as of 11/12/19 is \$16,076.32. Mileage will be brought before the board if it is over \$500.00. Pay for the meeting clerk does not need to be brought before the board for approval.

6. UPDATES:

A. LIBRARY STAFF:

The library was awarded a \$5,000.00 C.Giles Hunt grant for a ductless heating system in the conference room. Ron Eberlein will contact some heating companies for new quotes.

Staff would like to have the day after Thanksgiving, November 29 off, and close early on Christmas eve, December 24.

Deborah Yates made a motion that the library be closed the day after Thanksgiving, Friday, November 29, 2019 and close early for Christmas Eve at 4:00 p.m. on Tuesday, December 24, 2019. Pina Simmons seconded the motion and it passed unanimously. (5-0)

Sue Cousineau reported on programs, current volunteer training, and distributed the Library Bill of Rights and Freedom to Read Statement that she would like to post on the library's website.

Gary Goorhuis made a motion to adopt the Library Bill of Rights, and the Freedom to Read Statement. Lee bridge seconded and the motion passed unanimously. (5-0)

Sue Cousineau discussed the Dolly Parton Imagination Library.

The district received a bid from John Train of Elkhorn Electric to install 2 lights in the children's area and 1 above the display case, of \$2425.00. Sue Cousineau will get another bid.

1) COLLECTION DEVELOPMENT:

Staff will begin purchasing new items for the collection when money is received.

2) TECHNOLOGY PLAN:

A computer has been hooked up to the mondopad in the conference room, so presentations can be made when the room is used.

7. ACTION ITEMS FOLLOW-UP AND REPORT:

A. SECURITY CAMERA SYSTEM:

TLC Computing finished installing four more cameras at a cost of \$520.00. Ron Eberlein has labeled all the camera power supplies.

B. DOUGLAS COUNTY LIBRARY FOUNDATION GRANT:

A grant was submitted to the Douglas County Library Foundation, requesting \$5,000.00 for upgrading the YA area, and A/V equipment for the conference room.

C. A/V EQUIPMENT LIST:

Lee Bridge put together a list, and prices of A/V equipment for the conference room to submit the DCLF grant.

D. LIBRARY HVAC SYSTEM:

Addcox Heating looked at the HVAC system and gave a quote of \$20,590.00 to install a new heat pump system. Florence Heating and Sheet Metal will be coming to look at the system also, at a cost of \$120.00.

E. PUBLIC RECORDS POLICY A-006:

Lee Bridge updated the Public Records Policy (A-006) as per the 2019 legislature, including request form and log. Ron Eberlein pointed out that the statute number needed to be changed to ORS 192.311-192.478. **Deborah Yates made a motion to accept Public Records Policy A-006, with the corrected statute number (ORS 192.311-192.478). The motion was seconded by Gary Goorhuis, and passed unanimously. (5-0)**

8. NEW BUSINESS:

A. Sue Cousineau is looking at expanding open hours.

9. COMMENTS FROM BOARD MEMBERS:

Deborah Yates submitted a letter of resignation to the board effective 12/31/19.

10. NEXT MEETING:

Regular LULD Board meeting - Tuesday, November 26, 2019 at 6:00 p.m.

11. MEETING ADJOURNMENT:

Meeting was adjourned at 7:23 p.m.

Submitted by:

Date: _____

Jennifer McDuffy
Meeting Clerk

Accepted as written or amended on _____

Approved by:

Ron Eberlein
President

Date: _____