

**Lower Umpqua Library District
Board of Directors Meeting Minutes
4/9/2024
Lower Umpqua Library and Zoom**

LULD Board Members Present: Dale Harris, Pres., Ron Eberlein, VP, Gary Goorhuis, Treas, and Melissa Lilly.

LULD Board Members Absent: Christine Thomas, Sec.

Staff Present: Alex Kuestner (Director), Jonathan Moore, and Kevin Bell (intern).

Community Members: Terry Moore, Colleen Eberlein, and Chris Adamson.

1. Start Zoom.

2. Call to Order: Harris called the meeting to order at 7:38 p.m.

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

4. Public Comments: Terry Moore continued her remarks from last ^{meeting} week, expressing appreciation for the library as a community meeting place for diverse ideas and tastes, in a world in which people are increasingly polarized and sequestered in echo chambers.

5. Review of the Meeting Agenda: Kuestner replaced 9b "Budget" with Processing books. Eberlein made a motion to accept the agenda as amended, Goorhuis seconded, and the motion passed 4-0.

6. Review of the previous meeting's minutes: Goorhuis moved to accept the minutes of 12 Mar. 2024 as presented, Lilly seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Eberlein moved to pay LULD bills: bills over \$500 totalling \$13,006.75 (namely \$565.34 to Central Lincoln for electricity, \$11,267.40 to Cardinal Services for payroll, \$661.78 to SDIS for health insurance, and \$512.23 to Scholastic for Summer Reading Program incentives) and bills under \$500 totalling \$3,671.06, for a total amount approved of \$16,677.81. Lilly seconded, and the motion passed 4-0.

8. Library Report: Kuestner

- a. Library statistics report: Circulation: comparing this March to last March: Book, DVD, and CD circulation is slightly down, but magazines, eBooks, and eAudiobooks are up. eAudiobook checkouts more than doubled since last March.
- b. Displays: The library received the DVD rack that was paid for by the Friends of the Library. It is currently being used as a display for genealogy books. Other current displays: bilingual books and classics.

9. Action Items Follow-up and Report: Kuestner

- a. Neighborhood Libraries: LULD has been searching for a carpenter to complete the NLs.
- b. Processing of new items: Kuestner instituted an "assembly line" division of labor between staff members, which has sped up the processing of new library materials.
- c. The new DVD rack is currently being used to display genealogy books, but after April it will be used for DVDs. A smaller, plastic rack was donated, which the library is planning to use to separate DVDs for young children (the DVD equivalent of "JE" picture books).

the Ancestry.com trial runs until April 18, but after Kuestner submitted the article the trial was extended to April 30.

- e. Grants: LULD received the teen internship grant again, which Kuestner applied again for this year, for \$4,500. LULD received the remaining \$895 from The Cedric Hayden American Rescue Plan Act, for the drinking fountains, which they sent after the library received a quote from a plumber for installation. The SDAO college internship grant is available again.
- f. Magazines: More of the previously ordered magazine subscriptions have arrived. Dinosaurs are popular with kids, so Kuestner subscribed to dinosaur magazines.
- g. Programs: Kuestner gave a genealogy presentation on March 30, attended by about 15 members of the public. Oregon Coast Pizzeria donated pizza for the event. The library has received a lot of interest in the topic, both in-person and in response to online posts.
- h. Drinking fountain: One drinking fountain would cost \$800, and installing both \$1,575. The grant fully covers one, and rest of the money for two could come out of the maintenance budget, however the granting agency told LULD that it's possible there will be more funds available, which could fully cover both fountains.
- i. Substitute library assistant: Debra Bohm quit the position, which LULD then offered to the second-place candidate from the previous round of interviews, but she is no longer interested, so the library will advertise and take applications for a new round of interviews.
- j. Interlibrary Loan: An academic library in Wisconsin paid \$15 to borrow a single issue of *Rock & Gem* magazine. In comparison, the whole year's subscription cost \$25 (donated by the lapidary society). Harris and Kuestner discussed how much time is saved for staff by being able to import catalog records directly from WorldCat. Kuestner believes this makes the ILL subscription worth having, even when patron usage is relatively low.

10. New Business: Kuestner

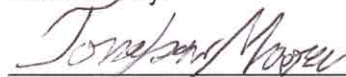
- a. Files organization: Kuestner acquired a filing cabinet to go in an empty space under his desk, since the existing filing cabinets are full and Kuestner was told that he is not allowed to throw out old files (specifically, grant-related documents must be kept for ten years). Harris suggested seeking clarification regarding the rules for other types of documents. In the future, old documents could be scanned and the physical copies discarded.

11. Comments from Board Members: Eberlein inquired into the status of the security camera system. Kuestner favors choosing a newer system that will have better night vision and store more footage.

12. Next board meeting (as well as the preceding continued budget meeting) will be held on Tuesday, May 14, at 6:00 pm.

13. Harris adjourned the meeting at 8:26 p.m.

Submitted by:



Jonathan Moore - Library Assistant

June 11
Date: ~~May 10~~, 2024

Accepted as written or amended on (date) May 14, 2024

Approved by:

A handwritten signature in blue ink, consisting of a circle with a vertical line through it and a horizontal line extending to the right.

Date: May 14th 2024

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