

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
5/14/2024  
Lower Umpqua Library and Zoom**

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

**Staff Present:** Alex Kuestner (Director) and Kevin Bell.

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

**1. Start Zoom.**

**2. Call to Order:** Harris called the meeting to order at 6:25 p.m.

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

**4. Public Comments:** NO PUBLIC COMMENT

**5. Review of the Meeting Agenda:** Thomas made a motion to accept the agenda as amended, Ron Eberlein presented, and the motion passed 5-0.

**6. Review of the previous meeting's minutes:** Ron Eberlein moved to accept the minutes of 9th of April. 2024 as amended, Lilly seconded, and the motion passed 5-0.

**7. Finances:** a. Motion to Pay the Bills: Goorhuis moved to pay LULD bills: bills over \$500 (\$8941.15 for payroll, \$3,277.31 for payroll tax liabilities, \$661.49 for health insurance, \$516.61 for Central Lincoln electricity) and bills under \$500 totalling \$3,518.75, for a total amount approved of \$16,973.84. Lilly seconded, and the motion passed 5-0.

**8. Library Report:** Kuestner

- a. Library statistics report: Print checkouts increased 20%, CDs and DVDs circulation decreased, circulation of electronics and tools increased modestly, periodicals checkouts doubled to 72. This is the highest monthly circulation amount recorded for magazines since the statistics began to be recorded.
- b. Displays: Replaced display facing towards Circulation with new and recently added adult fiction and nonfiction.

**9. Action Items Follow-up and Report:** Kuestner

- a. Neighborhood Libraries: Two carpenters have not responded, Owners of Oregon art school took a look, open to suggestions to build the neighborhood libraries. Thomas asked Kuestner to follow up with the Oregon art school. Thomas suggested a David Suppi who lives down the street.
- b. Databases: Ancestry.com trial went well. Newspaper.com subscription can be discounted if subscribe together with Ancestry.com.
- c. DVD rack: Two new dvd racks, shifted the section around and there is now more room for expansion.
- d. North Douglas Herald: Article talks about different programs offered by the library. It covers events, different item types available for checkout, and advertisement for teen intern position.
- e. Grants: Dolly Parton Imagination Library, maybe a partnership? Alex will research ahead of the June meeting. Library of Congress Surplus Books Program, Jonathan visited while on the way to his New York vacation. LSTA grant report due soon.

- f. Magazines: After shifting audiobooks into new racks and DVDs into racks formerly used by audiobooks there was space in former DVD racks to display magazines.
- g. Programs: Orienteering map finished by June, Will be in that month's North Douglas Herald, Solarium Event, Kickoff BBQ for Summer reading program.
- h. Drinking fountain: Joe Savey, plumber, and Matt, city employee, made preparations for hooking up the drinking fountains. Need another power outlet, a power strip is the immediate fix. Should be finished soon.
- i. Substitute library assistant: Advertised on the website and around town. Classified ad included in *Herald*.
- j. Internship: Bell's Internship will end in June. Teen Internship will be available and posted end of month.
- k. Shelving: Coos Bay Library replaced their shelving with a new style and donated their old shelving to LULD. It is the same style and color of cantilever shelves that LULD already has. Kuestner and Juneen Powers picked up the donated shelves from Coos Bay Library.

**10. New Business:** Kuestner

- a. Cardinal Services Issue: Missed date for turn in for time sheets. Library issued individual paychecks to staff. Solutions proposed for how to prevent similar issues in the future. Kuestner will look into whether Cardinal will allow timesheets to be submitted electronically.

**11. Comments from Board Members:**

- a. Friends of the Library celebrated two years since Kuestner became director.
- b. Moore talked about roof estimates and recommendations from experience.
- c. Harris will not be present for the next meeting.
- d. Asked Kuestner to get in contact with Acensus about retirement plan.
- e. Time for Kuestner's evaluation. Ron Eberlein and Lilly volunteered to do evaluation and create a summary.

**12. Next board meeting** will be held on Tuesday, June 11th, at 6:00 pm.

**13.** Harris adjourned the meeting at 7:41 p.m.

Submitted by:

Kevin Bell Date: June 6, 2024  
Kevin Bell - Intern

Accepted as written or amended on (date) June 11, 2024

Approved by:

Ron Eberlein Date: 6-11-2024