

**Lower Umpqua Library District  
Board of Directors Meeting Minutes  
11/14/2023  
Lower Umpqua Library and Zoom**

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

**LULD Board Members Absent:** Dale Harris

**Staff Present:** Alex Kuestner, Dir., and Stacey Broussard.

**Community Members:** Colleen Eberlein (via Zoom).

**1. Call to Order:** Ron Eberlein called the meeting to order at 6:03 p.m.

**2. Pledge of Allegiance:** Ron Eberlein led the Pledge of Allegiance.

**3. Public Comments:** There were no public comments.

**4. Review of the Meeting Agenda:** Amendments: added item 4d: revise holiday policy. Goorhuis moved to accept the agenda as amended, Thomas seconded, and the motion passed 4-0.

**5. Review of the previous meeting's minutes:** Thomas moved that we accept the minutes of Oct. 10, Lilly seconded, and the motion passed 3-1 abstain

**6. Finances:** Motion to Pay the Bills: Thomas moved that we pay our bills: bills of more than \$500 totaling \$12,752.16 and bills of less than \$500 totaling \$4,409.81, for a total of \$17,161.97. Lilly seconded, and the motion passed 4-0.

**7. Library Report:** Kuestner

a. Library statistics report:

i. Annual statistical report: Overall circulation was higher, but there's a difference in format preference. eBooks and eAudiobooks went up, electronics more than doubled (we've added more hotspots and other types of electronics, but print books went down.

b. Displays: Kuestner is thinking of displaying electronic items (or representations of them) in the large display case in the west entrance of the library.

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

a. Neighborhood Libraries: We are still waiting for a signature from Peter Dyball for the Ash Valley location. Meanwhile, as an alternative, we are looking into who maintains the mailbox area.

b. Homelessness at the library: The "abandoned" car moved to another part of the parking lot, so it must not be abandoned. The patron trespassed a year ago can return to the library starting 12/2/2023.

c. Pacific Northwest section: We've expanded shelf space for PNW fiction, since there is more of it than will fit in the endcap, and added magazines and yearbooks (formerly in Closed Stacks).

d. Internships: We've had a hard time recruiting for the college-level internship, because its restrictions on applicants are so specific (must be a college student from certain years). Jessica (our former teenage intern) said she would tell recent graduates about it. We're looking into promoting it at the high school.

- e. Flat roof: Pioneer Roofing repaired the flat roof (they also came back and filled the hole that they missed the first time). We paid the full amount for the job out of maintenance, and the city reimbursed us for half.
- f. Alarm system: Gold Coast Security came by and fixed the alarm system (more batteries were replaced, and covers needed to be snapped in place), and didn't charge us anything since they were already in the area.
- g. Interlibrary Loan: There has been an increase of patrons borrowing through ILL (particularly audiobooks). Our patrons can receive the items they requested within a week, compared to the month or more it would take for us to order them through Ingram and process them into the collection. We've also had a few lending requests from libraries outside Oregon, who we charge \$15 per item. Being able to import records from Worldcat has been a great time-saver.
- h. Credit card: We canceled the card in Goorhuis's name. We still need to talk to Umpqua Bank about lowering the credit limit on Kuestner's card.
- i. Programs: There's going to be a community partner's presentation on occupational therapy tomorrow. Genealogy books and software are being added to the collection, and we will schedule Kuestner's genealogy class soon after. The orienteering program is still in the planning stage, but we added an orienteering magazine to the collection.
- j. Retirement plan for director: Dale will talk to PERS. Kuestner emailed a listserv of Oregon library directors to ask what they use. TIAACREF is another option to consider.
- k. DK Plumbing came to look at our Drinking fountain, but the scale of the job necessitates additional permits, which they said they would get from the city. Kuestner will talk to the city and see if there's anything we can do to expedite the process.
- l. Check payments for new board members: Everyone on the board signed the signature card, so Ron Eberlein and Lilly can now sign checks for Umpqua Bank.
- m. Substitute library assistant: We received one applicant. He is a seasonal firefighter, but he didn't list any computer skills on his application. We will continue networking to try to attract applicants. Paid Leave Oregon will pay for training and hours while Stacey Broussard is on leave for knee surgery.
- n. Patrons with excessive fines: We are continuing to contact patrons to request that they return their long overdue books. Thus far several have done so, but we still have more to contact.
- o. Grants: The Dorothy Louise Kyler Fund: we were awarded \$2,500 (out of a total possible of \$5,000) for children's materials, applicable to both collection development and programs. Kuestner applied for the Douglas County Library Foundation grant, and it seems like we're almost guaranteed to receive it, and we'll probably get the money (\$4,500) in late January or early February. The SDIS cybersecurity grant is a matching grant, offered in two levels of priority. The first level is for cybersecurity, for which we could receive up to \$5,000 (and would have to pay \$5,000 ourselves as a matching grant). The second priority is related security projects, such as fencing, lighting, cameras, alarms, etc., for which we could receive up to \$2,500. Kuestner asked Cody (Aethelwulf Computing Services) for suggestions for what to spend it on: replacing the mondo board with something newer (ours runs Windows 7 which is no longer supported); upgrading the router and access points to a commercial-grade network which would be more secure; running our wires in the walls or under the floor instead of being visible; higher resolution security cameras with enough hard drive space to store more footage. Thomas was in favor of pursuing the camera upgrade project. Ron Eberlein suggested looking for a camera system for less than \$2,000.



**10. New Business:** Kuestner

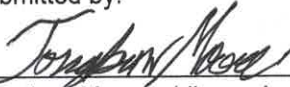
- a. Dealing with disruptive patrons: If a patron wants to participate in a program dealing with children and/or the general public, but would be unable to pass a criminal background check, they could submit materials (e.g. videos), which the library could post online as virtual programs, after first vetting them.
- b. Library IQ provides a service that gathers information to submit for the annual statistics reports required by the State of Oregon, which could be really useful. They also provide analyses of borrowing habits that take into account types/genres of items, location, age, gender, etc., and make suggestions for additions to the collection. Library IQ is a website that would charge a yearly fee based on district size. Ron Eberlein raised concerns regarding the amount of personal information they would be collecting (addresses, borrowing habits, etc.).
- c. Emergency preparedness plan: The Special Districts insurance wants the library to have an emergency preparedness plan in place by November 22 in order to apply for an additional 2% off the insurance price for the year. Ron Eberlein gave a rundown of the materials and staff training that are supposed to be implemented (specific instructions for various scenarios, important numbers to call, etc.), which will take more than a week. Lilly suggested talking to other small library directors and ask for a copy of the plan they have in place.
- d. Revise holiday policy: The existing holiday policy says, "when a scheduled holiday falls on a Saturday it will be observed the preceding Friday," which seems to have been written before we were open on Saturday. So that clause could simply be removed from the policy. Ron Eberlein suggested posting online beforehand the fact that the library will be closed.

**11. Comments from Board Members:** There were no comments.

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

**13.** The meeting adjourned at 7:40 p.m.

Submitted by:

  
Jonathan Moore - Library Assistant

Date: 11 Dec. 2023

Accepted as written or amended on (date) December 12, 2023

Approved by:



Date: 1-9-24