

Lower Umpqua Library District  
Board of Directors Meeting Minutes  
Tuesday, July 14, 2020  
Lower Umpqua Library

**LULD Board Members Present:**

Ron Eberlein. Gary Goorhuis and Marty Zdunich via Zoom. Lee Bridge (audio only) joined at 6:22pm..

**Community Members via Zoom:**

Colleen Eberlein  
Terry Moore

**Staff Present:**

Sue Cousineau  
Elba England via Zoom

**Called to Order:**

Ron Eberlein called the meeting to order at 6:15 pm due to technical difficulties.

**Public Comments**-none.

**Review of the Agenda:** Gary Goorhuis asked that COVID-19 be added to New Business.

**Motion** made by Marty Zdunich to accept the agenda with the addition of COVID-19. Seconded by Gary Goorhuis. Unanimous approval. Lee Bridge was not present.

**Review of the Minutes for the regular Board meeting of June 9, 2020:** **Motion** made by Gary Goorhuis to accept the minutes of June 9, 2020 as presented. Seconded by Mary Zdunich. Unanimous approval. Lee Bridge was not present.

**Designation of Board Positions**-Ron Eberlein stated the date that the position will end. Position 1, Gary Goorhuis ends 6/30/21, Position 2, Ron Eberlein ends 6/30/21, Position 3 Lee Bridge ends 6/30/23, Position 5, Marty Zdunich ends 6/30/21, Position 4 is vacant and ends 6/30/21.

**Selection of Board Officers**-Ron Eberlein stated that it is time to elect officers. The Secretary position is open and will need to be filled. Lee Bridge nominated Marty Zdunich as Secretary.

**Motion** made to continue with the current Board officers, Ron Eberlein, President, Lee Bridge, Vice President, and Treasurer, Gary Goorhuis, with the addition of Marty Zdunich as Secretary. Marty Zdunich seconded. Unanimous approval.

**Finances:**

**a. Library Director's Report-**

1. **Motion to pay the bills.** Sue Cousineau presented bills totaling \$20,936.84 for 6/10/20 to 7/14/20 which includes a payment for Overdrive Library2Go of \$3,997.34. **Motion** made by Marty Zdunich to pay the 31 transactions totaling \$16,939.50 and an additional

\$3,997.34 for Overdrive Library2Go bringing a total of \$20,936.84. Seconded by Gary Goorhuis. Unanimous approval.

Checking account balance is \$100,649.66 as of July 14th, money market account balance as of 6/30/2020 is \$90,389.06.

Sue Cousineau presented an Actual vs Budget report for July 2019 to June 2020. The income received is 98.9% of what was budgeted and the expenses are less than budgeted. This is partly due to the closure. Gary Goorhuis asked where the money is for saving for the new roof. Sue Cousineau pointed out that it would not show in this report because the activity happened in the new fiscal year.

### **Library Report**

- a. Summer Reading program-there are 31 participants. The program started in late June due to COVID-19.
- b. All but one volunteer have returned to help.
  - Letters and bills were sent out at the end of June to patrons. As a result of this mailing many items have been returned and some bills have been paid. This has been worth the effort.
  - The building needs a light pressure washing. Sue Cousineau is looking for anyone who is willing to help with this. Discussion.
  - A staff member will be resigning July 28th. A job description and announcement of the opening will need to be done.
  - There was an incident on July 3rd that was reported to the police. Staff called Ron Eberlein since Sue Cousineau was out of town. Staff wrote up the incident. Sue Cousineau has now created an incident form for future use. Gary Goorhuis asked if the cameras had been checked. Sue Cousineau said that they weren't reviewed until she returned and the recordings no longer existed. Discussion.
  - From July 1st to July 14th there were 381 items checked out and 45 renewals completed. People are happy that the library is open again.
  - Sue Cousineau is checking with Umpqua Bank to see how the funds should be handled to make sure that they are insured since the FDIC limit of \$250,000. She also checked with the Port of Umpqua to see what they have done. She is waiting to hear back from Umpqua Bank. Discussion.

### **Action Items Follow Up and Report**

**a. Copier grant-**Marty Zdunich and Sue Cousineau looked at 3 to 4 grant options but found that the timing is not right. A quote of \$2,365 was obtained from Bay Area Copier for the copier and a cabinet. Since the amount is low the suggestion was made to use funds from the Contingency Funds to pay for it rather than grant writing. Ron Eberlein asked if there is anything wrong with the current copier. Sue Cousineau pointed out that it was purchased in either 2004 or 2006. Discussion. More information will be gathered before a decision is made.

**b. Financial Review-**Sue Cousineau reported that the contract with Isler, CPA, LLC for the review has been signed by both parties. They will be making up a schedule of what items are needed. If Sue Cousineau doesn't hear from them by the end of July she will make contact with them. Gary Goorhuis asked if there is a timeline when the review needs to be completed. Sue Cousineau believes that it is December 31st.

**C. Public Notice for LULD Board Position 4-**A letter of resignation from the Board was received from Pina Simmons so the position is now open. Sue Cousineau has posted the notice

of the opening. Sue Cousineau pointed out that she had the wrong year for the term to end and wanted to know if she needed to change it. Ron Eberlein suggested to wait to see if someone applies. Sue Cousineau presented the revised application form.

**New Business:**

**a. COVID-19-**Gary Goorhuis suggested that an ad campaign could be done to promote the fact that the library has COVID safety precautions for the public in place. This would also include the curbside service. Discussion. Sue Cousineau will follow up on this with postings to the website and reader boards around town.

Sue Cousineau contacted the Douglas County Health Network to find out what the guidelines are for wearing a mask while the library is closed. She was told that it is recommended that if people are within 6 feet of each other to wear a mask.

**Comments from Board Members-**none.

**Next meeting:** Tuesday, August 11, 2020 at 6:00 pm

**Meeting Adjournment: Motion** made by Marty Zdunich to adjourn the meeting at 7:26pm. Seconded by Lee Bridge. Unanimous approval.

Submitted by:

\_\_\_\_\_  
Elba England  
Meeting Clerk

Date: 7/22/2020

Accepted as written or amended on (date) \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Ron Eberlein  
President

Date: \_\_\_\_\_