

Lane Library District

Regular Board Meeting Minutes

Monday, February 22, 2021, 5:00 pm via Zoom Meetings (due to COVID-19 Pandemic restrictions)

Attending: Board Members: Sue Bowers, Eric Cullander, Shirley Griffith, Erin Weatherly; Su Liudahl, Library Director and Board Secretary; and Nick Caum, Youth Librarian. Barbara Jenkins was absent. No public present.

Sue B. convened the meeting at 5:00 PM.

Public Input: None

Consent Calendar (attached): Shirley G. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented. Erin W. seconded. The motion passed unanimously.

Financial Report (January): Su L. explained the discrepancy between her estimates of the corrected beginning balances and the figures given by the auditors (about \$7,000 belongs to Friends of the Library, accounts payable amounts, and some data entry issues). Eric C. moved to approve the financial report as presented, Shirley G. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. shared that she is increasingly encouraged by the falling numbers in Oregon and our area, although the new variants could still impact us. She also shared that volunteers are starting to be vaccinated and that there is some possibility that library staff, as front-line workers, may eventually have some priority in getting shots. She is still hopeful that we may be able to resume some in-person services by late spring or early summer and is considering a DIY ventilation/filtration system for then. Su L. agreed to encourage all staff members to register for vaccination indicating that front-line status (three of five already have).

Assistance to School District: Nick C. reported on the Readathon he coordinated for Creslane has already brought in \$1,000 within a few days of ending. Students read almost 1,000 hours. He hopes that his effort on this project will foster ongoing relationships with teachers that will make it easier to reach out in the future. Nick has also started working with an OBOB group at Creslane.

Audit Update: Su L. has a draft of the audit but is working with the auditors to correct some items that had been mis-entered in Quickbooks so the draft can be finalized. Su L. will send out the final audit as soon as it is received. She will also let Paul Nielson (auditor) know when the next Board meeting is in case Board members are interested in having him do a short presentation or answer questions.

Strategic Planning - SWOT Analysis: Sue B. shared that the SDAO training was not as helpful as she had hoped to guide us through our strategic planning process. As a group the Board reviewed the compiled SWOT analysis and by consensus decided to focus on the first three points of the "Opportunities" section (physical location, programming, outreach/marketing) for further development of some goals and actions. Each Board member should review those and jot down some ideas for the next Board meeting.

Employee Handbook: Final approval of the handbook was tabled because Su L. was unable to provide the final draft in advance. She will send it out the first week of March, so the Board has adequate time to review it for final approval at the next meeting.

New Business

Upcoming Election: The deadline to apply for candidacy for the May Special Election is March 18. Nick and Su will talk with some potential candidates for Barbara J.'s position. Eric C. has already applied for his position. Shirley G. will decide by the end of the week whether she wants to seek reelection and will let us know whether Nick and Su need to pursue finding an additional candidate.

Agenda Items for Next Meeting: Same as this month with the addition of a preliminary discussion of next year's budget priorities, discussing the budget calendar, and appointing the Budget Officer and Budget Committee members.

Announcements:

None.

Meeting adjourned at 6:00 pm.

The next regular meeting will be Monday, March 22, 5:00 pm.