

Lane Library District

Regular Board Meeting Minutes

Monday, April 26, 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; Nick Caum, Youth Librarian and Hanna Shumate-Knopp, Library Assistant. Barbara Jenkins was absent.

Sue B. convened the meeting at 5:01 PM.

Public Input: None

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

Financial Report (March): Su L. commented that the consistent tax revenue has offset the loss in the revenues we usually receive from fees and services. She committed to updating the balance sheet to make it more accurate before the next meeting (making changes based on the audit). Shirley G. moved to approve the financial report as presented, Erin W. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. explained that staff and volunteers are ready to open next week for browsing appointments, but she has not promoted anything since there is a good chance of the Governor starting another shutdown. It was agreed by consensus that the final decision will be made after any announcements this week and if we are able to open, we will make it a soft opening—perhaps calling patrons we know who have been waiting to come in and browse. The book sale's fate will also depend on the Governor's announcement. Su L. said that if we don't open May 3, we will stand ready to open as soon as we are allowed.

Assistance to School District: Nick C. updated us on his work at the schools. He is still working with OBOB but the group is small due to so many changes at the schools. He received a \$250 grant to collaborate with Creslane Resource Center on STEM-week take-home projects. There is a program for 0-5-year-olds and another program for those over 5.

Budget Committee Appointments: Eric C. moved to appoint Steve Carmichael and Patty Birch to three-year terms and Lisa Linnell-Olsen to a one-year term. The motion passed unanimously. Su L. will make sure Patty B. and Harrison C. are both still able to serve and if not will let the Board know so other candidates may be considered.

Budget Priorities and Planning: Sue B. noted that Su L. had sent out a Summary of Salary Options and an updated Budget Calendar. She also noted that based on our current financial report it looks like we will be able to make a significant transfer to the Building Reserve Fund next year (using funds from our excess starting fund balance and reduced expenses this fiscal year). It was agreed that Su L. should use the "both" salary option (increase for both step and CPI) when planning next year's budget. Su L. will also consider any other needs based on strategic planning goals and action items discussed at this meeting.

Strategic Planning – Goals/Action Items Worksheet: Su L. spoke briefly about the compilation of goals and how they fell into clear categories. She expressed some concern about how many additional items staff will be able to take on but agreed that progress can be made on various things. She also noted that there will be ongoing limitations due to the pandemic.

- **Completion of Expansion Plan Building Project** – Sue B. suggested that the main planning needs could be addressed at a [hopefully] in-person meeting in June, to which we could invite incoming Board members. At that time, we could review our existing plans, check the status of our funding, consider plan modifications, and plan for next steps.
- **Programming** – Su L. said that much of the programming will be on hold until the pandemic subsides, but staff will continue to provide virtual programming as possible.
- **Outreach** – Su L. shared that she wants to start by creating a basic Spanish web page and shared some additional ideas for outreach to the Latino community including an LCC-collaboration ELL class, parenting and other classes in Spanish, and a Conversant Program for English practice (pairing students with native speakers). We can be making connections and planning for these services while in-person gatherings are still limited.
- **Marketing/Promotion** – Su L. and Nick C. will make continued use of the web site's newsletter services (and add the Board members to the email lists).
- **Succession Planning** – Su L. explained that she would like to create a committee consisting of herself, Nick, and a couple of Board members to explore possible reconfiguration of job descriptions and work schedules to share more responsibility with Nick and perhaps hire a part-time (Latinx?) person to take on some of his duties (maybe even offer bilingual storytimes and other Spanish-language back-up). The goal is to prepare for her own retirement and facilitate a smooth transition to the next Director. Su L. will continue the conversation with Sue B.

New Business

Agenda Items for Next Meeting: We will discuss reopening plans, school collaborations update, strategic planning, and any budget issues that come up.

Announcements: None.

Meeting adjourned at 6:10 pm.

***The Budget Committee Meeting will be Monday, May 24, 5:00 pm.
The regular Board Meeting will follow.***