Lane Library District

Board Meeting

Tuesday, October 18th, 2022, 5:00pm via Zoom.

Regular Meeting

Attending: Public: None; Board Members: Sue Bowers, Eric Cullander, Erin Weatherly, Andrew Morgan, Lisa Linnell-Olsen; Nick Caum, Director.

Meeting called to order at 5:03pm by Eric C.

Public Input: None

Consent Calendar: Andrew M. moved to accept the Consent Calendar. Lisa L. O. seconded. The motion passed unanimously.

Financial Report September: Nick pointed out that the board forgot to make a motion to accept the August Financial Report at the last meeting. Sue B. moved the accept both the August and September Financial Reports as written. Lisa L. O. seconded. The motion passed unanimously.

Old Business

Continuation of Services: Nick C. talked about the book displays that the staff have been putting together. The new logo is now being integrated throughout the library and on the website. Not a lot of new information to share.

Entrance/Sign Options/Awning/Vertical Wall/Logo: Lisa L. O. formally announced a conflict of interest for the awning project because her husband has taken an interest potentially working on the awning project as a subcontractor. Lisa L. O. has recused herself from all discussion and votes related to the Front Awning project.

Nick C. presented and went over the submission for the Front Awning project. There was only one submission. The price was higher than the board had hoped. The board discussed options including accepting the bid, reducing the scope of the project, scrapping the project, and resubmitting an RFP allowing for a longer period to complete a bid in hopes of obtaining more bids. At one point, the board stepped outside to look at the front of the building. Erin W. moved to reject all Front Porch project bids at this time. Sue B. seconded the motion. Lisa L. O. did not vote because of her recusal, the rest of the board voted to accept the motion. The board then asked Nick C. to create a new RFP for the Front Awning that will solicit two options. Option A will be an awning that covers the majority of the front of the building. Option B will be for an awning that covers just the entrance. The RFP will stay open for several months to allow bidders time to complete a bid.

Moving on to the Monument Sign RFP, Nick C. presented the two bids that came in for the Monument Sign project. The board discussed the two options centering around material durability, cost, and illumination. Ultimately, the board was unable to come to a decision before needing to move on in the

meeting. Nick C. will clarify with a consultant whether the board can ask questions of the bidders. The board will award the contract at the next board meeting.

Nick C. updated the board on the status of the brick order. Nick has assigned the task to Michelle T. who has begun working on completing the order forms.

HVAC/ventilation projects: Nick C. is finally able to move forward with this project and will update the board at the next meeting.

Annex Doors: Nick received the RFP that Su L. had been working on over the summer and will proceed with submitting the RFP to potential bidders.

Mural Completion: No updates here. Nick will try and get in contact with Connie.

Transition Update: Nick C. updated the board on an extension of Su L.'s time with the library. Granting her an extension to finish her scheduled hours. He also announced the hiring of Lindsey Q. J. as our new youth librarian. Nick C. also updated the board on the audit scheduled for mid-November.

New Business

Parking Lot Signage: Nick C. stated that he did not want to post signs unless absolutely needed and would rather talk to the surrounding businesses about how the library parking lot is used. The board agreed that the parking lot should be used for library patrons and customers of surrounding businesses but not their staff.

Rules of Conduct: After discussing the Rules of Conduct the board decided not to make any changes.

Corporate Credit Card manager and Credit Limit and Updating Benefits Manager: Nick C. presented a Letter of Instruction to Banner Bank granting Nick C. status as a Corporate Credit Card Manager and to increase the credit limit on his corporate card to $5000. Nick C. also presented a Letter of Instruction to LPL Financial that would change the Benefit Manager from Su L. to Nick C. allowing him to manage the account on behalf of the library district. This letter is in place of Resolution 2022-03 which was not needed or presented. Sue B. moved that Eric C. be approved to sign the Letters of Instruction presented by Nick C.. Andrew M. seconded. Motion passed unanimously.

SDIS Survey: Nick C. informed the board of the opportunity to save up to 10% on insurance costs.

Next Meeting Agenda Items: Continuation of Library Services, Monument Sign, Parking Lot, HVAC project, Annex Doors, and audit.

Announcements: None.

Meeting adjourned at 6:45pm

The next will be on Tuesday, November 22nd, 2022, at 5:00pm at the Creswell Library and via Zoom