Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, July 22, 2025, at 6:00pm at the Creswell Library and via Zoom.

Attending: Public: None; Board Members: Eric Cullander, Vicki Hemphill, Erin Weatherly, Andrew Morgan. Nick Caum, Director. Lisa Linnel Olsen was absent.

Regular meeting of the LLD Board convened at 6:02pm by Erin W.

There was no public present.

Erin W. asked if she would be able to sneak out early for personal reasons. The board agreed and swapped the agenda around to take care of agenda items on a priority basis.

New Business

Nick C. distributed election certificates to both Eric C. and Andrew M. Andrew M. was the first to be sworn in, followed by Eric C. Lisa O. was absent and was unable to be sworn in. However, Nick C. has her certificate of election.

Nick C. then went over the board governance policy and pointed out that all three board officers, Erin W. as president, Vicki H. as vice president, and Eric C. as vice secretary, have all served their two-year term limit. There was discussion about who would take the roles. Eric C. ask if Andrew M. would be interested in serving as president. He expressed no interest in the position.

Eric C. nominated Vicki H. to be Secretary Pro Tem. Andrew M. seconded. Eric C., Andrew M., and Erin W. all voted in favor. Vicki H. abstained. Lisa O. was absent. The motion passed.

Andrew M. nominated Eric C. to be President. Erin W. seconded. Andrew M., Erin W., and Vicki H. all voted in favor. Eric C. abstained. Lisa O. was absent. The motion passed.

Eric C. nominated Erin W. to serve as President Pro Tem. Vicki H. seconded. Eric C., Vicki H., and Andrew M. all voted in favor. Erin W. abstained. Lisa O. was absent. The motion passed.

At this point, Erin W. handed off presidential duties to Eric C.

The board then reviewed Resolution 2025-03 extending worker's comp to volunteers. The board has adopted this same resolution each year to extend worker's comp to the district's volunteers. Everyone felt comfortable with the resolution. Erin W. moved to adopt Resolution 2025-03 as presented. Andrew M. seconded. All present voted in favor. Lisa O. was absent. The motion passed.

Resolution 2025-04 Electronic Payment Authorization FY26. This resolution states which bills and vendors can be paid electronically instead of via check. Eric C. stated that he prefers this method as it prevents late payments. Nick C. pointed out that it saves the district money on checks. Andrew M. asked what happens if there is a new bill that comes up. Nick C. said he would bring it to the board and the Resolution can be updated with another vote. There were a couple of questions about costs and use. Andrew M. moved to adopt Resolution 2025-04 as presented. Vicki H. seconded. All present voted in favor. Lisa O. was absent.

Nick C. then presented a Memorandum of Understanding between the district and the Friends of the Creswell Library. There was no action taken. Nick C. wanted to present the document now for questions before taking it to the FOCL. There were a few questions about the FOCL. Nick C. explained that they had, at one time, been their own independent entity but had elected to have the library hold their funds instead of maintaining their own accounts since all the money was going to the library anyways. All felt good about the document.

The conversation then turned to faxing. Nick C. explained that the library has seen an uptick in the number of patrons asking for a fax service. In the past, staff would redirect to a local business that offered a fax service since the library did not. The library was informed that the business no longer offered a fax service. One of the library volunteers took it upon themselves to ask around town trying to find where a person could fax in Creswell. There wasn't a single place identified. The library set out to offer the service. Nick C. learned that the current phone lines the library pays for can provide a fax service at no extra cost to the provider. Instead, the library would need to split the lines on their own, which was easily achieved with a $10 part. Nick C. moved equipment around and set up a combo fax and printer for patron use that the library already had. Nick C. suggested making this an official service offered by the library and charging $0.10 per fax. This is to cover the cost of printing out the confirmation report after a fax has been sent. Andrew M. asked if the price should be a bit higher to cover the cost of a new fax machine when it became necessary. The primary concern here being that faxing may be phased out soon and fax machines could go up in cost. Nick C., and Andrew M., both felt that faxing isn't going away because it has been identified as a safer alternative to email for transmitting sensitive information via telecommunication. Nick C. pointed to the increased demand for faxing as an indicator that it isn't going away.

Nick C. suggested adding the service into the Computer and Internet use Policy. Erin W. asked if volunteers would be trained on using the fax machine. Nick C. said only if they asked. Many of our volunteers are tech hesitant. There will always be a staff member up at the front desk or readily available to help. Erin W. moved to adopt charging $0.10 per fax, effective July 23rd. Andrew M. seconded. All present voted in favor. Lisa O. was absent. The motion passed.

Erin W. left the meeting at 6:36pm.

Consent Calendar: In the director's report, Eric C. took Umbridge with the word "fluff" when it was used to describe a type of social media post. Instead, he suggested using "engagement" as he felt "fluff" was self-deprecating. There was another error in the Director's Report where Nick C. messed up a sentence about speaking with a lending bank. The youth update had another typo in it.

Eric C. commented on the high number of website views.

Vicki H. moved to approve the consent calendar with the typos fixed. Andrew M. seconded. All present voted in favor. Both Erin W. and Lisa O. were absent. The motion passed.

Financial Report May: Eric C. stated how nice it was to see the financial report this month and know that funding for the district is secure while other libraries are struggling. Vicki H. asked why the district was doing well while other libraries are struggling. Nick C. explained that the district funding is significantly more secure because the funds are specifically for the library and can't be used to support other departments (for example, Parks and Recreations, road work). Andrew M. moved to accept the financial reports as presented. Vicki H. seconded. All present voted in favor. Erin W. and Lisa O. were absent. The motion passed.

Old Business:

Financial Management Policy: Nick C. stated that he has been working on creating procedures that will satisfy the issues brought up at the last meeting regarding the Financial Policy. The procedures will allow anyone who has access to complete all essential library director tasks. He plans to continue this with all tasks, not just financial management. Andrew then asked about including ORS numbers in the financial policy. It was agreed that, for uniformity, ORS numbers should be included in the financial policy. Nick C. was instructed to insert ORS numbers into the policy to maintain continuity with other LLD policy.

FOCL MOU: Nick C. presented a Memorandum of Understanding between the Friends of the Creswell Library and the library for managing FOCL funds inside of the library GF. No action was taken, Nick C. wanted to present the board with this before taking it to the FOCL for their approval.

Next Meeting Time and Agenda Items: The next meeting is scheduled for August 26th at 6pm.

Announcements: None.

Adjourned both the Regular Meeting adjourned at 7:03pm by Eric C.