Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, August 26, 2025, at 6:00pm at the Creswell Library and via Zoom.

Attending: Public: None; Board Members: Eric Cullander, Vicki Hemphill, Erin Weatherly (via Zoom), Andrew Morgan(via Zoom), Lisa Linnell Olsen. Nick Caum, Library Director, Lindsey Quigley Johnson, Youth Librarian, and Emma Kersgaard, Summer Intern.

Regular meeting of the LLD Board convened at 6:02pm by Eric C.

There was no public present.

Nick C. immediately asked if Lindsey Q. and Emma K. could deliver their SRP report first. Lindsey shared that a record number of hours were submitted by the youth in Creswell with over 10,000 hours. There was also a record number of signups with 448 kids participating. Lindsey Q. reported that attendance has been high as well. She detailed a few extra programs that were added this year including Reading Buddies and Chess Club. Lindsey Q. shared some plans for getting the word about SRP out sooner next year. The board suggested several options. Overall, SRP was a big success.

Lindsey Q. and Emma K. both left the meeting after the SRP report.

Consent Calendar:

There were no questions or comments on the previous meeting's minutes or the Director's Report.

Lisa O. stated that the reconciliation looked good other than a tech glitch.

Lisa O. moved to accept the Consent Calendar as presented. Vicki H. seconded. All voted in favor. The motion passed.

Financial Report:

Nick C. stated that there wasn't anything exciting to talk about in the financial report. He did point out that SPL sent over the IGA and the associated bill. The bill covers the library's ILS, courier service, Cybrarian (patron computer monitoring program), Overdrive Advantage, Overdrive Magazine, etc.) Vicki H. moved to accept the Financial Reports as presented. Erin W. seconded. All voted in favor. The motion passed.

Old Business:

Lane Library District Financial Management Policy for Approval: Nick C. was asked to go through the report and add the ORS numbers. When he began working on that task he learned that the policy is drawing from a different source. Instead, the policy is based on GAAP which are based on GASB. Nick C. added the ORS where appropriate and pointed to GAAP when needed. It was pointed out that the District needs a second reconciler. After some back and forth, Andrew M. agreed to take on that task. He will work with Lisa O. on to figure out a time to train.

Eric C. pointed out a few formatting errors. Vicki H. moved to adopt the Lane Library District Financial Management Policy with the edits discussed today. Erin W. seconded. All voted in favor. The motion passed.

FOCL MOU Financial Agreement for Approval:

Nick C. had presented this document in the past. Nick C. said he fixed one typo in the document since the board last saw it. He has now taken it to the FOCL, where it was approved and signed by their President, Jeanne Barclay. After review, Lisa O. moved to accept the MOU between the Library and the FOCL. Vicki H. seconded. All present voted in favor. The motion passed.

New Business

Solar Light Installation Review and Approval:

Nick C. had previously presented this idea to the board. However, the original proposal required the library to replace a significant portion of the blinds in the building. This was not acceptable to the board. Nick C. then received a second proposal that doesn't require any blinds being replaced. Instead, solar prisms will be installed in the entryway. That is the proposal the Board has in front of them at the meeting. Lisa O. asked if this would change the direction of light and cause problems at the circ desk. Nick said he did not believe so because the prisms don't redirect the light. Vicki H. wanted to make sure that no lights were being installed that would strobe. Nick C. said that no lights are being installed, just solar prisms. Nick C. stated that the only cost to the library would come in the event that the solar panels are no longer being used, in which case, the library would pay to ship them back to Peter E. who is donating the installation and panels. Erin W. moved to allow Nick C. to proceed with the contract with Peter E. with the knowledge that the contract will cost nothing to the library. Lisa O. seconded. All voted in favor. The motion passed.

Staffing, Pay Scales, and Positions:

Nick C. was approached by one of the library employees who feels that their position is underpaid. Nick C. investigated and the base pay for the lowest responsibility position, Library Assistant(LA), and the Bookkeeper/LA position is only $0.28. The difference between the LA and the LA+Volunteer coordinator(VC) is only $0.25 (the VC receives the same pay as an LA but with a $0.25 differential. Nick C. saw two issues here. First the VC differential has not increased since it was introduced roughly 15 years ago. Second, the amount of responsibility, skills, and knowledge for the Bookkeeper/LA position is significantly greater than the LA position on its own.

Nick C. reached out to local libraries for their pay scales and job descriptions as well as presented statistics from other libraries of similar size and structure (Special District). There was no direct comparison for the Bookkeeper/LA position. However, there were some close comparisons that all show the current rate of pay being low to very low. Nick C. suggested increasing the base pay of the Bookkeeper/LA position from $19.00/hr to $21.00/hr. He also suggested increasing the VC differential from $0.25/hr to $1.00/hr.

Nick C. ran the numbers if these changes were to be implemented, it would impact the library budget by roughly $4000.

Lisa O. asked if there had been a significant change in Bookkeeping duties since the last time the library hired for the district. Nick C. said no, and that he couldn't find a discussion for when the pay scales were set. Originally, the Bookkeeper position was roughly 10 hours a week and had no other library-related tasks. Lisa O. then asked how much time the Bookkeeper/LA position spends being an LA and how much time is spent on Bookkeeper tasks. Nick C. said he had the same question and when he investigated it was roughly 50/50 when you don't count big Bookkeeping projects. However, those projects take up a significant amount of time and are things like the annual audit, W2, quarterly reporting etc. The nature

of those projects makes it hard to get a good time split, but 50/50 + the big projects is a significant amount of time spent applying skills, knowledge, and experience to essential and critical tasks.

Lisa O. asked how Nick C. would defend this position to a tax payer wanting to know why library staff is getting a raise. Nick C. stated that while he agrees that it is a raise, what he is actually trying to do is fix a mistake from the past. However, if we fixate on the current day, the point is to retain excellent employees. Currently, the library has very low turnover, which allows us to maintain a high level of customer service and library services without needing to constantly retrain. Vicki H. asked specifically, how much of an increase this would be for both positions. Nick C. stated that the VC differential would increase by $0.75/hr for a total differential of $1.00/hr. The Bookkeeper/LA base pay would increase from $19.28/hr to $21/hr. For the current employee that increase would be from $20.16/hr to $21.96/hr because they are on Step 4 of the pay scale.

Lisa O. pointed out that the library can't afford to pay people because of the extra things they bring to the job. For example, an employee who happens to be an excellent artist. Nick C. argued that these raises aren't because these employees have extra skills or are even doing an exceptional job but because their positions are underpaid for their current positions. That is why he is advocating for a base pay increase and not a personal raise for a particular employee.

Andrew M. asked how and why the VC differential hasn't changed and what the library can do to make sure that it doesn't get ignored again in the future. Andrew M. pointed out the increased responsibilities of the VC. Nick C. suggested making it part of the budget process. Looking at salaries is already part of the process, however, the CPI and Merit based raises are not applied to the VC differential. Nick C. said he just completed the budgeting procedures. He will go back and incorporate the VC differential into the process.

Erin W. asked how the VC and Bookkeeper roles are taken on. Nick C. stated that the VC title is more of "hat" that can be taken on by any staff. However, the Bookkeeper/LA role has a full job description and is not a "hat" but a permanent position.

The board was not ready to act but also had no further questions. Nick C. asked what the board would like him to look into for the next meeting. The board had nothing at this point but agreed to send Nick C. any questions related to the pay scales before the next meeting so he can gather that information and present it at the next meeting.

Next Meeting Time and Agenda Items: The next meeting is scheduled for September 23rd at 6pm.

Announcements: Nick C. reminded the board that the Director Review needs to be completed before October's board meeting. Eric C. distributed evaluation forms. Vicki H. was tasked with collecting evaluations. Erin W. will collect and combine the evaluations to present to the rest of the board.

Regular Meeting adjourned at 7:24pm by Eric C.