Lane Library District

Regular Board Meeting
Tuesday, July 27, 2021, 5:00 pm at Creswell Library.

Regular Meeting

Attending: Board Members: Sue Bowers, Eric Cullander, Andrew Morgan, Lisa Linnell-Olsen, Erin Weatherly; Su Liudahl, Library Director; and Nick Caum, Youth Librarian.

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

Public Input: None

New and re-elected Board Members were sworn in, and Su L. gave them their Board Binders. Su L. also handed out a number of materials for all to add to their binders. Next month she will provide additional materials.

Consent Calendar (attached): Erin W. moved to accept the consent calendar as presented, Eric C. seconded. The motion passed unanimously.

Financial Report (June): Su L. pointed out an error that Sue B. had noticed on the financial report (in the amount-budgeted column the operating contingency was not included in the Total Expenses. The correct total should have been $467,701 and the percentage of the budgeted amount actually spent was 76%. Eric C. moved to approve the financial report with that one correction, Lisa L. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. reported on the library's reopening efforts over the past month, noting that people have been quite understanding of the masks-required time periods. The group then spent time discussing the most recent announcement by the CDC recommending that masks be worn by all in areas with high transmission rates. It was agreed by consensus that the staff will decide together the best way to handle the recent changes and the Board will endorse that decision.

Assistance to School District and other Youth Collaborations: Nick C. talked about his work with Creswell Clubhouse and Creslane's Summer School. He is also doing Reading in the Park every week and will be collaborating with Kathryn Dumas of the Family Resource Center every other week, coordinating his themes with hers. He also asked the Board's opinion about going ahead with planned outdoor Summer Reading activities at the park and the consensus was that outdoor activities should be fine.

Expansion Project Update: Sue B. and Su L. have a meeting scheduled to chat with the City Planner on Thursday afternoon. Eric C. offered to join the meeting as well. They will report back at the next meeting.

Director Review: Sue B. explained that Su L. opted not to have her review in Executive Session so briefly summarized what she described as a very positive review. She noted that the one area with varying opinions of performance was providing materials in a timely manner. She suggested that the Board discuss and decide when they would like materials provided each month to give clear guidance to Su in the future. After some discussion int was decided that providing the materials by Friday evening would give sufficient time for review unless there were very large or complex items that might need additional time, in which case Su will try to provide those items earlier. Eric C. moved to extend Su L.'s employment for another year. Erin W. seconded the motion and the motion passed unanimously.

New Business

Election of Officers: Sue B. explained that the District's Board Governance Policy only allows a Board member to serve as President for two consecutive years and she has now served two. Eric C. expressed his willingness to serve as President and since no one else stepped forward the Board voted him in (four votes yes with Eric C. abstaining from the vote). Erin W. was willing to serve as President Pro Tem and the Board voted her in (four votes yes with Erin W. abstaining from the vote). There was some discussion about check signing and reconciliation duties. It was agreed that Sue B. and Eric C. will be check signers and Sue B. and Lisa L. will train to do the monthly reconciliations. Su L. will visit the bank to begin the process of changing the signers.

Resolution 2021-02 to Provide Workers' Compensation for Volunteers: After reviewing the resolution and discussing it, Eric C. moved to adopt Resolution 2021-02 as presented. Andrew M. seconded the motion, which passed unanimously.

Proposal to adjust Staff Hours/Duties: Su L. outlined a proposal to increase a part-time Library Assistant's hours to 30 hours per week which would qualify her for benefits. Because this was not included in the 2021-22 budget, she suggested the added expense could be balanced by reducing her own hours to 35 per week and by not contracting Janitorial services (which can temporarily be part of the employee's duties). She also noted that she had probably budgeted more than necessary for benefits and that may even be enough to cover the additional benefit expenses. She also explained the procedure for adjusting the budget if needed (a resolution would be needed to move appropriation from Contract Services to Personnel Services if there isn't enough appropriated in Personnel Services, but that won't be needed until Spring). Su L. explained that she's confident we can sustain this change in staffing levels based on our 15-year history of consistent revenue growth and conservative spending. The Board members all expressed a wish to reward this employee for her excellent service and agreed by consensus that Su L. should proceed with the plan.

Agenda Items for Next Meeting: At the next meeting we will discuss continuation of services, and get an update on the expansion project, binder updates, a report on school collaborations and youth, update on communications/promotions efforts, and an update on the increased FTE status.

Announcements: Sue B. shared training opportunities through SDAO which could be helpful to new Board members. Su L. will follow up with them to provide details and help with registration if needed.

Meeting adjourned at 6:30 pm.

The next Board Meeting will be Tuesday, August 24, 5:00 pm at the Creswell Library.