Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, August 29th, 2023, 5:45pm at the Creswell Library.

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

Regular meeting of the LLD Board of Directors convened at 5:51pm by Erin W.

Public Input: None

Consent Calendar: Nick went over the Minutes from the previous meeting and the Director's Report and confirmed review of the reconciliations. Eric C. moved to accept the consent calendar as presented. Lisa O. seconded. The motion passed unanimously.

Financial Report June: Andrew M. moved to accept the financial report as presented. Vicki H. seconded. The motion passed unanimously.

Old Business

Mural: Nick C. provided an update on the finished mural. While discussing the mural, the topic of staff appreciation came up. Nick C. expressed that his ability to reward staff is very limited at the library. There is not a lot of upward mobility to offer and no budget for bonuses or incentives. The board thought it would be good to visit the idea of creating a staff appreciation line into the library budget. Nick C. will present the board with this option during the budget Cycle.

Donor Wall: The donor wall has been installed and is ready for the brick tiles to be placed. Nick C. has ordered the sealant and will prep the brick tiles and install them over the next month.

Benefits/PLO: There was a lot of discussion about the new Employee Handbook and how PLO is incorporated into it. Nearly all of the discussion was around clarifying language. However, Eric C. did raise concerns about the district not having any kind of leave for the spouse/partner of military personnel to be able to take time off when their partner has been suddenly and quickly deployed. Nick C. will look into this type of leave, however, the board felt ok leaving this alone for now since it wasn't offered in the previous handbook.

Lisa O. moved to accept the Employee Handbook with the suggested changes. Andrew M. seconded. The motion passed unanimously.

New Business

Resolution 2023-04 Approved Electronic Payments: Nick C. presented Resolution 2023-04. The resolution states approved electronic payments without the need of check signers. Nick C. expressed that these are all repeating bills and that it saves the library time and money. The resolution will need to be passed again next year. He also pointed out that, while there is no check to be signed by two people, the invoice and payment confirmations are still signed by two people. Eric C. moved to approve Resolution 2023-04. Vicki H. seconded. The motion passed unanimously.

Elect Secretary Pro-tem: Continuing board role appointments from last month, the board asked Eric C. to be the Secretary Pro-tem. Lisa O. moved to appoint Eric C. as Secretary Pro-tem. Andrew M. seconded. The motion passed unanimously except Eric C. abastained.

Check Signer Approval: At the last meeting, Erin W. was not officially approved to be a check signer, despite her being made president. Lisa O. moved to make Erin W. a check signer. Andrew M. seconded. The motion passed unanimously except Erin W. abstained.

Director Review Planning: The board discussed how they will evaluate Nick C.'s work as director over the last year. They decided to complete the review at the next board meeting on September 26th.

Audit Update: Nick C. provided a quick audit update. The onsite audit work has been completed. The auditor's also told Nick that the standards they follow have been updated this year to include many things they hadn't been addressing before. They said to expect more suggestions on how to improve based on these updated standards.

Contract Review Board – Front Awning RFQ Award: Only two quotes were received. There was nearly a $70,000 difference between the two quotes. Nick C. shared that several interested parties wanted to see engineering drawings before they felt comfortable providing a quote. Because of the difference in the quotes the board did not feel confident awarding the contract. The board also wanted to express thanks for the efforts put in by both quoters but they decided not to award the contract at this point. Andrew M. moved to not award at this time and to cancel the RFQ. Eric C. seconded. All voted in favor except for Lisa O. who abstained.

Announcements:

Meeting adjourned at 7:26pm

The next meeting will be on September 26th, 2023, at 5:45pm at the Creswell Library and via Zoom