

Lane Library District

Regular Board Meeting Minutes

Monday, March 22, 2021, 5:00 pm via Zoom Meetings (due to COVID-19 Pandemic restrictions)

Attending: Board Members: Sue Bowers, Eric Cullander, Shirley Griffith, Erin Weatherly; Su Liudahl, Library Director and Board Secretary; and Nick Caum, Youth Librarian. Barbara Jenkins was absent. No public present.

Sue B. convened the meeting at 5:01 PM.

Public Input: None

Consent Calendar (attached): Shirley G. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented. Eric C. seconded. The motion passed unanimously.

Financial Report (February): Su L. pointed out that revenue has been good this year considering our concerns at the start of the pandemic. She also shared about receipt of nearly \$900 in unexpected revenue from a new "Heavy Equipment Rental Tax" that was enacted in 2019. Eric C. moved to approve the financial report as presented, Erin W. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. shared that she is starting to make plans to open on a limited basis at the beginning of May. Staff will all be eligible for vaccinations on April 19 based on the governor's new guidelines and she is hopeful that they will be able to get their shots soon after. There was some discussion about timing, and it was agreed that May 1 would allow time for planning and arranging for volunteers.

Assistance to School District: Nick C. reported that he is working on a STEM Week grant project with Creslane that will include take-home kits. He is still working on OBOB but encountering scheduling difficulties. He now has access to Seesaw and is finding that helpful and informative.

Audit Update: Su L. read some key statements from the audit that sum up the auditor's findings (that the financial statements represent the actual financial position of the District and that they did not find any material deficiencies in the course of their testing). Sue B. found one error on page four of the audit document: in the last sentence on the page, it should read "Total net position *increased* by \$159,764." (It reads that it decreased.)

Strategic Planning – Goals/Action Items Worksheet: Board members each read what they had written for each category. There were many good ideas. Each person will write up their summary and send it to Su L. by April 5. Su L. will compile them and send them back to the Board for consideration before next meeting (for prioritizing/selection).

Employee Handbook: The Board reviewed the final draft of the handbook and pointed out several needed corrections (page numbers, spelling, etc.) It was agreed to change paid jury service from five days to the length of jury service. Shirley G. moved to adopt the Employee Handbook with the noted changes. Eric C. enthusiastically seconded. The motion passed unanimously.

New Business

Parking: Su L. shared that non-patron use of the library parking lot has been an issue for years, but it has become even more challenging recently due to the new restaurant and fudge/ice cream shop. She shared

her plan to paint "Library Parking 10-7" on each space's concrete "curb stop." There was also discussion about the current use of the parking lot by the plastics recycling group and "We CAN Help." It is clear that those uses will not be compatible with the library being open. Eric C. suggested that the city lot would work better for the recycling group. Su L. will talk with both groups soon about alternatives after May 1.

Budget Priorities and Process Planning: Su L. will talk with those members whose terms expired last year to find out if they want to continue. The Board will make appointments at the April meeting. The budget meeting will be scheduled for May 24 (rather than May 17 as Su put on the budget calendar—which she will revise). Su L. will bring salary options to the next meeting for consideration. Priorities derived from our strategic planning discussion at the April meeting should provide further guidance for the budget.

Agenda Items for Next Meeting: We will discuss reopening plans, school collaborations update, strategic planning, budget priorities, and appointing Budget Committee members.

Announcements:

The Oregon Library Association annual conference will be held virtually April 21-23. Board members can attend for \$35 each. Su L. will send out a link to the conference schedule and the registration site.

Meeting adjourned at 6:25 pm.

The next regular meeting will be Monday, April 26, 5:00 pm.