Lane Library District

Board Meeting

Tuesday, November 22nd, 2022, 5:00pm via Zoom.

Regular Meeting

Attending: Public: None; Board Members: Erin Weatherly, Lisa Linnell-Olsen, Andrew Morgan, Sue Bowers; Eric Cullander was absent due to illness; Nick Caum, Director.

Meeting called to order at 5:01pm by Erin W.

Public Input: None

Consent Calendar: Lisa L. O. moved to accept the consent calendar. Sue B. seconded. The motion passed unanimously.

Financial Report September: Nick pointed out that the copy expense budget line is high as well as the corresponding copy revenue line. This may require an adjustment from the board in the future as we did not anticipate the library's copy service being used to this extent. Sue B. moved to accept the financial report. Lisa L. O. seconded the motion. It passed unanimously.

Old Business

Continuation of Library Services: Nick C. updated the board on the health of the staff, the completion of the State Library Statistical Survey, adult programs, and website improvements on the backend.

Monument Sign: Following the direction of the SDAO consultant, the board did not ask any questions of the two bidders for the monument sign project. After discussing the merits of both bids and scoring them using the rubric provided, Sue B. moved to follow the rubric, assuming pricing hasn't changed more than 10%, and award the contract to Eugene Sign and Awning. Lisa L. O. seconded. The motion passed unanimously.

HVAC/ventilation: Nick C. got an updated quote from Comfort Flow and it remains unchanged. He is working with them to get a time for them to come in and do the work in the library.

Annex Doors: Nick C. sent out the RFP on 11/18. The deadline for bids is 12/23/22. Sue B. asked for clarification on procural related to public contracting. Nick C. explained the small, intermediate, and large limits for public contracting to the best of his knowledge.

Mural Completion: Nick C. still needs to call the muralist to set up a time for completion.

Transition Update: Lindsey has been doing a great job as the youth services librarian. Training is ongoing still. Nick C. continues to find projects that need to be finished. Sue B. brought up that the two librarians (youth and director) had received board approval to switch to 4 ten-hour shifts on the condition that there would be a librarian in the building Monday – Friday. However, currently, both librarians work Tuesday – Friday. The board decided to continue with the current schedule, Tuesday – Friday, but will revisit at least annually.

Parking Lot: Nick C. went and spoke with all of the adjacent businesses about parking lot usage. He asked that staff refrain from using the parking lot but welcomed customers to use the lot. So far, results have been good. Sue B. pointed out that the handicap sign needs to be moved. Nick C. also pointed out that Bill is still working to get the curb stops moved.

New Business

Audit Update: Nick C. still has one meeting left to complete the audit plus a few more minor steps. There are likely to be a few minor marks against us but nothing significant. Sue B. requested that Nick C. look into a simpler version of the audit.

Lord Abbett Trustee and Sponsor: Nick C. sent off the letter of instruction that the board approved at the last meeting. However, despite following the instructions presented, Lord Abbett has requested more information to complete the board request that Nick C. becomes the sponsor of the account. Nick C. also learned that a former board member is still listed as a trustee and suggested that we update that. Sue B. is also a current trustee and would like to step down from that role. Erin W. volunteered to be a trustee. Lisa L. O. also volunteered to be a trustee in the event that Eric C. does not want to be a trustee. Sue B. moved that the board approve the letter of instruction, with Nick C. as the sponsor, Erin W. as a trustee, and either Eric C. or Lisa L. O. depending on Eric C.'s acceptance of that position. Lisa L. O. seconded. Pass unanimously.

Amazon Bill Change: The way the library uses Amazon.com is ending in January of 2023. Nick C. asked for permission to create an Amazon Business account that will function in the same way as the previous account. Lisa L. O. moved that Nick C. should open a new line of credit with Amazon for both the director account and the youth librarian account. Andrew M. seconded. The motion passed unanimously.

Next Meeting Agenda Items: Monument Sign update. HVAC Update. Annex doors. Mural Completion. Audit update if complete. Front Porch update.

Meeting adjourned at 5:55pm.

The next will be on Tuesday, December 27th, 2022, at 5:00pm at the Creswell Library and via Zoom