Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, July 23rd, 2024, at 5:30pm at the Creswell Library and via Zoom.

Attending: Public: None; Board Members: Erin Weatherly, Andrew Morgan, Lisa Linnell-Olsen. Eric Cullander arrived late (5:55pm) with prior notice. Nick Caum, Director. Vicki Hemphill was absent with prior notice given.

Regular meeting of the LLD Board of Directors convened at 5:32pm by Erin W.

Public Input: None

Consent Calendar: Erin W. shared that she had attended couple of the SRP events. She said they were going very well. Andrew M. asked about the required board training. Nick C. shared that the state has yet to approve any trainings so the requirement can't be filled yet. However, SDAO is offering a 2% discount on insurance services if board members complete the training that SDAO has prepared. SDAO also believes the state will eventually approve. Nick C. will share the information when he has it.

The door count continues to be an issue. Nick C. has been looking into different options. Andrew M. noted that while the door count does seem to be off, there also appears to be a decline in foot traffic and computer use. Lisa O. moved to accept the consent calendar as presented. Andrew M. seconded. All present (Lisa O., Andrew M., Erin W.) voted in favor. The motion passed.

Financial Report May: There were no questions on the financial reports. The year ended as expected. Lisa O. moved to accept the financial reports as presented. Andrew M. seconded. All present (Lisa O., Andrew M., Erin W.) voted in favor. The motion passed.

Old Business

Shelving Update: Nick C. and Eric C. set up a time to meet and get all the information that Eric will need to begin working on the shelving end panels.

New Business

Employee Handbook/PLO update: Nick C. asked if the board had reviewed the updates to the PLO sections of the Employee Handbook. Nick C. went through them quickly and asked the board about the points that they need to address. The first being the order in which staff can use district provided leave while also taking PLO. The order decided on was Compensatory time, sick time, then vacation time.

The second was how many hours they can use at a time. The board decided that an employee on PLO is eligible to use up to their regularly scheduled hours in leave.

Andrew M. asked about language clarifying that people using PLO are still required to pay their health insurance premiums. This was because part of the update to the Handbook changes how the district handles insurance premiums.

Lisa O. moved to adopt the updated Employee Handbook with the updates presented and discussed at the board meeting. Andrew M. seconded. All present voted in favor The motion passed.

Resolution 2024-03: Extend Worker's Comp to Volunteers: Erin W. asked how we are charged for volunteers. Nick C. stated that it is by hours worked. There was also a brief discussion about new

volunteers at the library. Morgan W. Moved to pass resolution 2024-03. Lisa O. seconded. All present (Lisa O., Andrew M., Erin W.) voted in favor. The motion passed. And Erin W. signed the resolution.

FY 23-24 Audit Engagement Letter: Lisa O. asked if there were any changes in scope from previous years. Nick C. did not see any difference in scope when reading the engagement letter. There was also no discussion with the auditors about any change to the work. Andrew M. moved to approve the Engagement Letter. Lisa O. seconded. All present (Lisa O., Andrew M., Erin W.) voted in favor. The motion passed. Erin W. signed the letter.

Resolution 2024-04 OSGP Sign Up: Eric C. arrived just as this topic was being discussed. The board had multiple months to review and discuss. There were no further questions at this meeting. Lisa O. moved to approve Resolution 2024-04. Eric C. seconded. All present voted in favor. Erin W. signed the resolution.

Resolution 2024-05 Electronic Payment Authorization FY 24-25: Nick C. presented the resolution which authorizes online payment for a number of vendors. The board reviewed the list of vendors before Eric C. moved to approve the resolution. Andrew M. seconded. All present voted in favor. The motion passed. Erin W. signed the resolution.

Officer Elections: The general consensus was that Erin W. and Vicki H. did a great job in their roles and that they both continued to learn throughout the year. Lisa O. moved to retain the incumbents in their respective roles. Andrew M. seconded. All present voted in favor. The motion passed.

Community Survey Results: There was general consensus that the results showed three main things. First, the library should consider increasing open hours. Second, the library should host technology education classes. And third, the next major project for the library should be the renovation of the annex courtyard. As the discussion developed, it became clear that community partners should be involved and that a facilitator would be a good choice. Nick C. will reach out to SDAO about securing a facilitator/consultant for strategic planning.

Scheduling Regular Board Meetings for upcoming FY: The board agreed to move the board meetings to 5:30pm and continue meeting on the 4th Tuesday of the month. However, the next board meeting will take place off this schedule and will be held on 8/20 at 5:30pm due to schedule conflicts.

Next Meeting Agenda Items: Old Business to stay, strategic planning update.

The board decided to move the next meeting to 5:30pm due to schedule conflicts.

Meeting adjourned at 7:00pm by Erin Weatherly.

The next meeting will be on August 20th, 2024, at 5:30pm at the Creswell Library and via Zoom