Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, September 26th, 2023, 5:45pm at the Creswell Library.

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

Regular meeting of the LLD Board of Directors convened at 5:47pm by Erin W.

Public Input: None

Consent Calendar: Nick C. presented the normal statistics as graphs this month at the request of the board. There were a few questions about the stats, now that they could be seen over the course of the year. Nick C. answered questions about drops in cardholders, computer use, and ILLs. Nick C. also wanted to let everyone know that he has been weeding the adult section. He had forgotten to include it in the last Director's Report. Nick C. detailed how collection reports are run and the basics of weeding the collection. Eric C. moved to accept the consent calendar as presented. Andrew M. seconded. The motion passed unanimously.

Financial Report August: Nick C. talked about a billing issue with Lane County Glass. It has now been paid but will not be reflected in the Financial Reports for this year since it needed to be paid in the previous FY. Nick C. also talked about Fixed Capital Assets and that the auditors recommended increasing the current threshold ($2000) to $5000 which is the current threshold limit allowed by law. Andrew M. moved to accept the financial report as presented. Eric C. seconded. The motion passed unanimously.

Old Business

Donor Wall: Nick C. has everything to put the brick tiles into the wall now. He will seal them and install them this month.

Front Porch: Nick C. was approached by a subcontractor who wants to creating drawings to submit to an engineer so the library can use the specs provided by the engineer in soliciting new quotes. The drawings from the subcontractor would not go out for bid. That same subcontractor said that the library may need an architect instead of an engineer to get the drawings. The board felt that Nick C. should try to work with an engineer at this point. Vicki H. moved to allow Nick C. to enter into a contract on behalf of the district up to $5000 for an engineer to provide structural drawings for the awnings. Eric C. seconded. The motion passed unanimously.

New Business

Director Review: The board decided to postpone Nick C.'s review since Lisa O. was absent from the meeting.

Audit Update: The audit is still ongoing while the auditors work through a new standard related to subscription based information technology. The biggest question so far is if the IGA with SPL counts as a SBITA. Nick C. is working with them to get it completed.

Mandatory Reporting Policy: The board reviewed policies from other libraries similar in size and also a special district. There was discussion on training and how to implement it. There was a longer discussion

about the requirement for volunteers to be trained on mandatory reporting and how that relates to volunteers who are also minors. The consensus was that the youth librarian needs to work this into part of the youth volunteer program. The board provided direction for an updated policy. Nick C. will produce one for further review and potential adoption at the next meeting.

Child Safety Policy Review: The board reviewed and discussed other library policies in the same way as the Mandatory Reporting Policy. The board asked to have the definition of youth more clearly defined. Nine and under was requested. Nick C. suggested defining the age of a caregiver. The board also wanted to clarify the steps staff should take in the event a child is alone at the library.

Announcements:

Meeting adjourned at 7:26pm.

The next meeting will be on October 24th, 2023, at 5:45pm at the Creswell Library and via Zoom