Lane Library District

Regular Board Meeting
Tuesday, January 25, 2022, 5:00 pm via Zoom.

Regular Meeting

Attending: Board Members: Sue Bowers, Eric Cullander, Lisa Linnell-Olsen, Andrew Morgan, Erin Weatherly; Su Liudahl, Library Director; and Nick Caum, Youth and Community Services Librarian.

Eric C. convened the meeting at 5:03 PM.

Public Input: None

Consent Calendar (attached): Erin W. moved to accept the consent calendar as presented, Sue B. seconded. The motion passed unanimously.

Financial Report (December): Su L. pointed out that there weren't any significant changes in the financial situation, except that more line items had converted to blue (meaning those items are completely paid for the year—no additional expenses are expected in those areas). Andrew M. moved to approve the financial report, Lisa O. seconded. The motion passed unanimously.

Old Business

Binder Updates: Su L. was working on other items this month. We will revisit this item again next month.

Continuation of Services/Reopening Plan: It was agreed by consensus to continue services at their current level for another month, due to the Omicron variant and high case counts.

Expansion Project Update: After some discussion, Sue B. moved to authorize Su L. to sign the contract from Robertson Sherwood Architects, entering into an agreement for architectural services for the Front Porch construction. Erin W. seconded the motion and it passed unanimously. Su L. will make sure that it's clear in the request for bids that the project will not include the bricks that extend into the parking area, the actual benches, or bike racks. Su L. will also send out the schematics to everyone to make sure all Board members have them.

Communications/Promotions Update: Su L. shared that recent Facebook posts about the Book Sale and Reading Challenge have reached between 2,000 to 3,000 people. Both have also been successful at bringing people into the library and a number of new library cards.

New Business

District Bylaws: Su L. went through her suggested changes to the bylaws and there was discussion. After reviewing it was agreed that the check-signers are prescribed by state law and so that part should be left as it was originally and we should elect a Secretary Pro Tem soon to make sure we are complying. Su L. noted that she hadn't double-checked the listed ORS numbers and would do so before publishing. She will also check on the wording of the new section on electronic meetings. Andrew M. moved that we adopt the revised Bylaws with those amendments. Erin W. seconded the motion. It passed unanimously.

Succession Planning: Nick C. left the meeting. Su L. shared more of her thoughts about possible scenarios for her retirement and ways to approach each scenario, including the possibility that she may have to leave sooner than her planned October 2022 date or may be out of the library for an extended period for health reasons. She suggested that it would be wise to give Nick C. access to online banking and Quickbooks, as well as set him up as a check-signer. She would also train him on the basics of Quickbooks and the banking services so that he would be able to perform essential functions like payroll and printing checks. Sue B.

moved that the Board approve Nick Caum as a check-signer on the Banner accounts and to have access to electronic banking services and Quickbooks access so he can perform essential financial functions in the event Su L. is incapacitated and unable to perform them. This approval would be in effect until a new Director is appointed. Andrew seconded the motion and it passed unanimously.

Erin W. moved that the Board approve working with an SDAO consultant to develop a succession plan for hiring a new Director. Lisa seconded the motion and it passed unanimously.

Agenda Items for Next Meeting: At the next meeting we discuss continuation of services, the expansion project, succession planning (possibly including the creation of a Succession Planning Committee), election of Secretary Pro Tem, and review the Library Privileges and Circulation Policies.

Announcements: Sue B. encouraged all Board members to sign up for the SDAO conference which will be completely virtual this year and FREE. It will be held February 10-12. Su L. sent out a link earlier in the day for registration.

Meeting adjourned at 6:13 pm.

The next Board Meeting will be Tuesday, February 22, 5:00 pm (via Zoom).