Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, August 20th, 2024, at 5:30pm at the Creswell Library and via Zoom.

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

Regular meeting of the LLD Board of Directors convened at 5:33pm by Erin W.

Public Input: None

Consent Calendar: Vicki H. pointed out that the minutes listed her as present at the top. However, she was not at the meeting. The rest of the meeting minutes accurately reflect her absence. There were no other changes made to the minutes.

Erin W. asked for clarification on when Lindsey Q. would be presenting on this years SRP. Nick C. said she is scheduled for the September meeting. Vicki H. asked about the idea floated in the Director's Report about presenting the Learn to Love Libby program at off-site locations. Nick C. presented the idea of allowing library staff to distribute library cards to residents of care facilities without needing to check and verify address. The idea being that since they live in a care center within the district there would be no need to verify the address. Eric C. and Vicki H. brought up that there is the potential to have short term residents at a care facility. Nick C. would work with the administration to only distribute library cards to permanent residents. Vicki H. suggested expanding the library card distributions to the new housing on the east side of town.

Nick C. shared that he had been looking at new door count systems. First he changed the position of the current door counter and is waiting to compare results. He spoke with a company that offered two options. The first is a better beam break system, the same technology the library currently uses. The second option is a camera backed by AI software that identifies humans and counts them. This is the most accurate option but requires an ethernet and or electricity connection. This option costs $1200 plus set up. This is not a quoted price, just a ballpark. The AI camera would also provide the library door count data specific to time of day. Currently, our door count is a daily total.

There were no questions or discussion on the reconciliations.

Eric C. moved to accept the consent calendar as presented with the change noted to the minutes (Vicki listed as present when she clearly was not). Andrew M. seconded. All present voted in favor. The motion passed.

Financial Report May: Nick C. restated the information provided in the financial narrative. He also noted that he has been communicating with and preparing for the annual audit. The audit is scheduled for the first week of September. Nick also shared that he ordered new computers for the circulation desk, bookkeeper, and library assistants. Four computers in total. Their expenses will be reflected in the next financial report. Vicki H. moved to accept the financial reports as presented. Eric C. seconded. All present voted in favor. The motion passed.

Old Business

Shelving Update: Eric C. was able to purchase plywood after running into a few setbacks. He is now waiting on clamps that he ordered for the project. He will update again at the next meeting.

New Business

Strategic Planning Options: Nick C. got an official quote from SDAO earlier in the day. Unfortunately, the cost is higher than he expected. It states that SDAO will not charge more than $3000 dollars. The work to be completed involves three onsite visits as well as support along the way. The three onsite visits are for developing a mission and vision statement, hosting a community input event, and development of objectives and goals. There was discussion if the cost is worth it. The main selling points being the level of experience brought by the SDAO consultant, the removal of any bias that Nick C. might have if he led the project, and with a solid strategic plan, the library would not need to pay a substantial fee again but would be able to update the strategic plan.

Andrew M. moved to accept the proposal from SDAO. Vicki H. seconded. All present voted in favor. The motion passed. Nick C. will sign the document and return it to SDAO.

Director Evaluation: Nick C. reminded the board that the they will need to conduct an evaluation of the director before payroll is run at the end of October. The board discussed when the best time to conduct it would be and it was decided to conduct the evaluation at the September meeting. Vicki H. will distribute director evaluation forms to the staff and key volunteers. All board members will fill out a different evaluation form. Vicki will compile staff and volunteer reviews and send them to Erin W. Erin will then use those as well as the evaluations from the other board members to create a unified document. The board will then discuss and evaluate at the September meeting.

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

Meeting adjourned at 6:42pm by Erin Weatherly.

The next meeting will be on September 24th, 2024, at 6:00pm at the Creswell Library and via Zoom