

## **Lane Library District**

### Regular Board Meeting Minutes

Tuesday, September 22, 2020, 4:30 pm via Zoom Meetings (due to COVID-19 Pandemic restrictions)

**Attending:** Board Members: Sue Bowers, Eric Cullander, Shirley Griffith, Barb Jenkins, Erin Weatherly; Su Liudahl, Library Director and Board Secretary; and Nick Caum, Youth Librarian. No public present.

**Sue B.** convened the meeting at 4:34 PM.

Public Input: None

**Consent Calendar (attached):** Shirley G. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented. Barb J. seconded. The motion passed unanimously.

**Financial Report (August):** It was noted that the heading for the year-to-date column needs to be updated. Eric C. moved to approve the financial report as presented, Erin W. seconded. The motion passed unanimously.

### **Old Business**

**Continuation of Services/Reopening Plan:** Su L. reported that we are still awaiting delivery of plexiglass protection for the service desk (supposed to arrive by end of September). She also noted that staff was unable to meet and discuss strategies for computer appointments due to staff illnesses. She is exploring offering browsing appointments (one family-unit at a time) after a month or so of successful computer appointments. Barb J. suggested that we inform the public of our plans for the next couple of stages of reopening.

**Assistance to School District:** Nick C. reported that he is working with Creslane Elementary to provide an OBOB school tournament even though the statewide program has been cancelled this year. There are some challenges to having a virtual tournament, but he believes they can be overcome. He has also contacted the Middle School and is trying to find a way to offer something for them, perhaps by partnering with another library. Eric C. shared that Creslane is also interested in IRC (Intergenerational Reading Collaborative) assistance this year, but he is concerned about volunteers' comfort with the technology required. Su L. offered to send a request out to library volunteers.

**Employee Handbook:** The Board went through the first 53 pages again to finalize most of the necessary decisions. Some small changes in wording were recorded to update. Sue B. noted recent changes in laws regarding harassment and asked that Su L. review our policy and the harassment section of the manual to make sure we comply. Su L. will also check with SDAO about how other small districts handle dispute resolution so there is more than one person handling the final appeal. Su L. reported that she had just completed a revision of the Organization-owned Personal Computers and Mobile Devices section and will send that out to all Board members with the draft minutes. She will also create a new draft of the manual that incorporates the changes so far.

At the next meeting we will quickly review the harassment policy, the dispute resolution section, the Organization-owned Personal Computers and Mobile Devices section, and start reviewing the Leaves of Absence section.

### **New Business**

**Resolution 2020-03, A Resolution Setting LLD Board Meeting Date, Time, and Place:** Sue B. suggested that, rather than change our Public Meeting Policy every year, the Board adopt a resolution with that infor-

mation each July. Su L. will update the policy to reflect that change and will bring it to the next meeting. After discussion it was decided that meetings this year will be held on the fourth Monday of each month, at 5:00 pm, via Zoom Meetings, or when safe to do so, at Creswell Library. Barb J. moved to adopt Resolution 2020-03 with that information added. Shirley G. seconded. The motion passed unanimously.

**Agenda Items for Next Meeting:** continuation of services/reopening plan, update on contacts with School District, Employee Handbook, Update Public Meeting Policy, begin conversation about strategic planning.

**Announcements:** Erin W. announced that Cam's adoption is final! Hooray!

No upcoming events.

**Meeting adjourned at 6:12 pm.**

*The next regular meeting will be Monday, October 26, 5:00 pm.*