

Lane Library District

Regular Board Meeting Minutes (final)

Tuesday, October 26, 2020, 5:00 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 5:00 PM.

Public Input: None

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

Financial Report (September): Su L. pointed out the two areas highlighted in yellow. She explained that we have paid our main Library2Go fee but will probably contribute toward the county libraries' "Advantage" program that purchases extra titles for our county consortium patrons' exclusive use. She also mentioned that the Furniture and Equipment expenses for plexiglass and hand-sanitizer station will likely be reimbursed by the Coronavirus Relief Fund. Shirley G. 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 with staff input she decided to delay starting computer appointments based on the sudden increase in Lane County Covid-19 cases. There was much discussion about services being offered by other libraries in the area (most are offering at least computer appointments) and whether our situation is different. Nick C. pointed out that we were offering curbside service and online programs from the start—before most other libraries were providing any service. Su L. suggested that she send an email letter and survey link to all current library patrons as well as trying to reach out to community members through other methods. The purpose would be to inform about our currently offered services and to get feedback about services that are lacking/needed/desired that we could use to guide our plans. In addition, we could provide a way to sign up for email lists to keep informed. It was agreed by consensus that this would be a good next step and will give us more information to use at the next meeting. Su L. will also check with other area libraries to find out how much use they are getting for the services they offer.

Assistance to School District: Nick C. reported that he is has an appointment scheduled this week with all three Creswell School District principals. He will update us at the next meeting.

Revised Public Meeting Policy: Su L. presented a revised public meeting policy that includes provision for virtual internet meetings and changes the wording about regular meeting times to reflect that day and time will be determined by the Board each July. Sue B. suggested that the agenda also be posted on the website each month. There was some discussion about posting in additional locations but it was agreed by consensus that in those locations it would make more sense to post only a general notice of day and time of regular meetings (with an invitation to contact the library or consult the website for additional information). Barb J. moved (and Shirley G. seconded) to adopt the revised policy with the amendment of including posting the agenda on the website. The motion passed unanimously.

Employee Handbook: The Board reviewed the first 54 pages again to consider some recently drafted changes. It was agreed that the wording on the appeals process (p. 13) was an improvement over the previ-

ous version, but Barb J. suggested that there should be time frames given for response from the Board President and the Board (if needed). Su L. will update and bring back to the next meeting.

The revised section under Communications and Software Systems (pages 29-30) were also reviewed and approved except for the first paragraph on page 30, which needs some clarification by Su L. She will bring that back for approval at the next meeting.

Under Health Insurance Benefit (p. 46) Sue B. suggested to add the word "currently" before "contributes ninety percent..." and add "This is subject to change" to the end of the paragraph.

It was also noted that Su L. needs to report back about the 457 retirement benefit (p. 54) to make sure what is written about vesting is accurate.

Discussion began about Leaves of Absence. Barb J. suggested that our review of these sections include discussion about our philosophy of leave. Bereavement Leave was discussed in some detail and most felt that the current wording and length of time were appropriate. Civic Duty Leave (jury or witness duty) was also discussed and there were some questions about the number of days of paid leave and the wording about payment and reimbursement (jurors receiving both is probably not possible). Su L. will check BOLI website and juror info to clarify requirements before the next meeting.

New Business

Strategic Planning: Sue B. asked about possibly holding a separate meeting to concentrate on strategic planning and everyone agreed that would be helpful. The discussion then moved to questions about the parts of the expansion project that were not completed with last year's phase of the project (front porch, parking lot, back yard improvements). Su L. was asked to gather drawings and information about that to use in the meeting and it was suggested that an in-person meeting might be appropriate to review those materials. Su L. pointed out that while she was willing to do that, she had expected strategic planning to be more about the long-term goals of the library including programming and services to the community, reaching underserved community members, etc. She offered to bring to the next meeting an outline of topics that could be addressed in a strategic planning process (including the incomplete elements of the expansion project). The Board agreed that January might be a good time to have a dedicated strategic planning meeting.

The subject of the leftover construction mess in the back yard came up during this conversation and Su L. agreed that it should be cleaned up before winter weather sets in and will arrange to do that.

Agenda Items for Next Meeting: continuation of services/reopening plan (including feedback from survey), update on contacts with School District, Employee Handbook, continue conversation about strategic planning.

Announcements: Eric C. shared that he might not be in town for the November meeting.

No upcoming events.

Meeting adjourned at 6:41 pm.

The next regular meeting will be Monday, November 23, 5:00 pm.