Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, January 27, 2026, at 6:00pm at the Creswell Library and via Zoom.

Attending: Public: None; Board Members: Erin Weatherly, Vicki Hemphill, and Andrew Morgan. Nick Caum, Library Director.

Eric Cullander and Lisa Linnell Olsen were both absent.

Regular meeting of the LLD Board convened at 6:02pm by Erin W.

Consent Calendar:

Erin asked for any errors on the minutes or questions about the Director's Report. There were none. Nick C. pointed out that this was Andrew M.'s first time completing the reconciliation. There were no issues. Vicki H. moved to approve the consent calendar. Andrew M. seconded. All present voted in favor. The motion passed.

Financial Report for November and December 2025:

Vicki H. asked a few clarifying questions. Andrew M. moved to accept the financial reports as presented. Vicki H. seconded. All present voted in favor. The motion passed.

Old Business:

Social Media Policy: Erin W. pointed out that the board had been ready to adopt the Social Media Policy at the last meeting, however, Nick C. had asked for more time to check on his ability to implement it correctly. Nick C. said he was ready to go but shared that he had recently attended a training with ALA that pointed out some of the issues with using social media. The main argument is that libraries, including the Lane Library District, does not allow advertising inside the library. However, anytime a patron access our Facebook page, they are being advertised too. Also, you have to have signed up and given your personal information to Facebook in order to access that information. Nick C. stated that he was not comfortable with that trade. The ALA training recommended focusing on building a strong and accessible website and newsletter in lieu of social media. There was consternation from the board. The big concerns were how could the library quickly address last minute changes. For example, when an outside program needs to be moved inside due to poor air quality. Nick C. stated that the library posts on Facebook but also sends out a notice via the appropriate newsletter lists updating the changes. Nick C. stated that he did not expect the board to do anything with this information at this time but wanted to share what he learned at the training.

The board discussed whether or not to turn off comments on social media posts. Nick C. stated that several of the LCOL libraries manage their accounts that way and that he would like to have a provision to do so. Vicki H. moved to adopt the Social Media Policy with the following line added to paragraph 12 as the second sentence, "The District reserves the right to turn off comments at its discretion." Andrew M. seconded. All present voted in favor. The motion passed.

New Business

Returning errant tax disbursement to Lane County: Nick C. explained that Lane County sent a letter stating that they over allocated tax funds to all of the districts in Creswell that should have gone to CSD.

The county is asking the district to return $73, 624.86. Nick C. met with the Lane County Tax Assessor, Mary Vuksich-Shafer, chatted with a financial advisor at SDAO and confirmed that advice with the library's auditors. Andrew M. pointed out that there appeared to be an error on the letter from the County that showed the two different Over Allocation amounts for the library district. The difference in the amount is only $421.26. Nick C. said he would contact the county to see why there is a difference. Nick C. asked for an approval to transfer the funds back to the county.

Andrew M. asked if it was possible to verify that the county had actually over allocated the funds and that the Library did indeed errantly receive them. Nick C. said he usually relies on the county to tell the district what they should have received. Nick C. stated that he did go back and compare the amount received in the previous FY, compared the amount he estimated during the budget process and then did the same for the current FY and it does show that the district has received roughly $75,000 more than he would have expected at this point. He did state that those numbers are impacted by taxable growth, collection rate, coupled with the fact that the district does still expect to receive more tax funding later in the year, and that he was using his own estimates. Andrew M. moved to approve an electronic transfer of the adjusted over allocation which should be in the range of $75,000 give or take $5,000. Vicki H. seconded. All present voted in favor. The motion passed. Nick will make the transfer once he hears back about the $421.26 difference and confirms the correct amount to be transferred as long as it is within the range approved by the board.

Delayed opening hours for Volunteer Luncheon on 3/14/2026: Nick C. asked for permission to open the library as late as 1pm on 3/14/26 so that the library can hold its annual volunteer luncheon. Andrew M. moved to allow Nick to open the library as late as 1pm on 3/14/26. Vicki H. seconded. All present voted in favor. The motion passed.

Employee Handbook Update for Review and Adoption: Andrew M. pointed out that there are a few places where the district needs to make changes. Such as the differential for the volunteer coordinator, selecting how long a position should be posted internally for, and salary upon promotion. The board made a couple of recommendations but ultimately decided to table until all board members had the chance to weigh in.

Budget Calendar: Nick C. brought up that it was beginning to be budget season again. He pointed out that the library currently does not have a salary cap for any of its positions. Erin W. asked when the last time a salary survey was completed. Nick C. stated that he thought it was back in 2018 but he wasn't involved with the board at that time so he couldn't be sure without checking. Erin W. suggested surveying the surrounding libraries for their salary ranges for librarians. The three board members present split up the local libraries to reach out to them and asked Nick C. to find and disseminate the minutes from the previous salary survey. Nick C. will also send out the State Library of Oregon Statistical Report that has limited salary information, and the current salary pay scale for the library.

Announcements:

BOBA! Battle of the Books for Adults. The board formed their own team to compete.

Next Meeting Time and Agenda Items: Finding a time to meet in February proved to be difficult. February 16th at 10am was selected as the time for the next meeting. Nick C. pointed out that the board is allowed to discuss meeting times via email if something changes. He reminded everyone to not discuss board topics outside of public meetings.

Regular Meeting adjourned at 7:26pm by Erin W.