

Lane Library District

Regular Board Meeting Minutes

Tuesday, August 25, 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 4:35 PM.

Public Input: None

Consent Calendar (attached): Eric C. noted a missing word in the minutes. Shirley G. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented—with the addition of the word "moved" to the minutes. Barb J. seconded. The motion passed unanimously.

Financial Reports (July): Su L. pointed out that there isn't a lot of activity to report since the report only covers the first month of the new fiscal year but pointed out a few items that merited explanation. Barb J. asked Su L. to explain the budget numbers in the Building Reserve Fund. Su L. explained that resources and expenses were included only to allow for the remote chance that circumstances permitted proceeding with the next phase of the expansion project (for example, if stimulus money became available for public projects). Barb J. moved to approve the financial report as presented, Eric C. seconded. The motion passed unanimously.

Old Business

Summer Reading Report: Nick C. reported that Summer Reading looked very different this year because of the Pandemic restrictions. He reported that 230 kids signed up for the program this year and that although that is a lower number than in previous years, their participation was higher (there were not as many kids who only signed up to get a free book and were not seen again). Nick used a combination of online programs, videos, and take-home craft kits. He counted program attendance and craft kits as participations, totaling 826 total participants. Su L. pointed out that Nick put a lot of effort into creating a program that was fun and engaging for the kids and she felt that it was successful because of that.

Continuation of Services/Reopening Plan: Su L. talked about the status of other Lane County public libraries, noting that there are various stages of service being offered with Fern Ridge being the only one to offer browsing at this time. After discussion it was agreed by consensus that Su L. should meet with staff to discuss opening once a week for by-appointment only computer sessions. It was agreed that plexiglass guards will be obtained for the service desk first and that sessions will be offered in both the morning and afternoon/early-evening. Other details will be worked out by staff. Barb J. suggested that it would be helpful to highlight specific services on the website (like the K-12 databases) so more people could learn about them.

Assistance to School District: Su L. reported that she reached out to Superintendent Mike Johnson by email and received a response that he was very busy but was keeping us in mind. Nick C. reported that he attended the first online community open house and is in the process of watching the school-specific presentations. Eric C. mentioned an opportunity to attend training on the Comprehensive Distance Learning that the school district is planning to use, and Nick C. expressed interest in that.

Employee Handbook: There was discussion about a few key issues in the first 53 pages of the handbook that had been updated by Su L. per her understanding of discussion at previous Board Meetings. There are still some unanswered questions about whether to offer full benefits at 30 hours/week or whether to offer

benefits to more employees at prorated rates (based on hours worked). There was also concern about Dispute Resolution for such a small organization and Su L. will check with SDAO's HR people for recommendations and/or find out how other small organizations structure their grievance process.

For the next meeting Su L. and Nick C. will come up with a draft for the Communication and Software Systems section, hopefully simplifying it significantly. Su L. will also gather additional information about long-term disability insurance, retirement benefits, and how other small districts manage dispute resolution.

For the next Board meeting Board Members should review carefully the entire first part of the manual up to "Leaves of Absence." We will go through the entire section at the next meeting, taking 10-page chunks at a time. Please note anything you wish to discuss further. In addition, read through each of the sections under Leaves of Absence and consider whether you think we should include each type of leave—and if so, whether any changes to those sections are needed.

New Business

Special Districts Association Training Updates: Sue B. reported on some items she learned at the trainings and wanted to see whether we are already doing them or should start now. Some of these included:

- A once-a-year resolution (when we elect officers) listing the Board Meeting time and place and where/how the meetings will be posted
- Oaths of office should be filed with County
- Broken votes (not unanimous) should indicate which Board members voted which way.
- Any meetings of sub-committees of the Board should be treated as regular Board meetings (posting, minutes, etc.)
- Many communications and routine items are considered part of the public record. Board members should review the Public Records policy.

Su L. will prepare packets with the policies that were not already included in the Board Binders (along with this year's final budget) and will notify Board members when those packets are ready to be picked up at the library.

Agenda Items for Next Meeting: continuation of services/reopening plan, update on contacts with School District, Employee Handbook, resolution for board meeting time and place, begin conversation about strategic planning.

Announcements: No upcoming events.

Meeting adjourned at 6:10 pm.

The next regular meeting will be Tuesday, September 22, 4:30 pm.