Lane Library District

Board Meeting

Tuesday, September 27th, 2022, 5:00pm via Zoom.

Regular Meeting

Attending: Public: Travis Olsen (joined briefly in the middle of the meeting); Board Members: Sue Bowers, Eric Cullander, Erin Weatherly, Andrew Morgan, Lisa Linnell-Olsen; Nick Caum, Youth Librarian/Acting Director

Meeting called to order at 5:02pm by Eric C.

Public Input: None

Consent Calendar: Sue B. moved to accept the consent calendar (minutes, Director's Report, and reconciliations). Erin W. Seconded. The motion passed unanimously.

Financial Repot August: By mistake a motion was not made. This will be revisited at the next meeting.

Old Business

Continuation of Services: Nick C. updated the board on the library's day to day over the month, including multiple staff absences due to illness. Nick C. also talked a little about an upcoming walking program that the library will participate in in partnership with OHSU.

Entrance/Sign Options/Awning/Vertical Wall/Logo: Nick C. submitted the RFPs for both the awning and the monument sign. He has meetings scheduled later in the week, one for each of the projects. Many of the awning companies have already said that they will not be bidding on the project for various reasons including, out of service area or they don't work with metal awnings. Lisa L. O. asked about general contractors. Nick C. submitted the RFP to general contractors as well but has only spoken with one who ultimately said they didn't have enough time to bid on the project.

Nick C. detailed the monument sign RFP. Travis Olsen joined the meeting to share some information about general contractors.

Eric C. asked about the purchasing of the bricks for the vertical wall. Nick C. now has the information and will begin the process of ordering the bricks.

Eric C. asked about the logo. Nick C. will begin integrating the new logo into library use with the help of Hanna S.

HVAC/ventilation projects: Nick C. talked about the difficulties of getting access to the grant funds. He has submitted the paperwork requested by Special District Association of Oregon. However, to confirm that library exists to the federal government Nick C. needs to submit an EIN Confirmation Letter. Nick C. and Su L. have looked extensively for the letter but can't find it. Nick C. will keep working on solving the problem.

Annex Doors: No updates here.

Mural Completion: No updates here. Nick will try and get in contact with Connie.

Transition Update: Nick C. talked about the things he wanted to get from Su L. including a list of accounts that need to be turned over to him as the new director.

Sue B. moved to replace Su L. with Nick C. as the LGIP representative for the Lane Library District. Lisa L. O. seconded the motion. The motion passed unanimously.

Nick C. updated the board on the progress of hiring a youth librarian. Interviews had to be delayed for a week but have now begun.

Nick C. has contacted the auditors. We were not quite as far along in the process as he had thought. Nick is working to get the audit scheduled. Sue B. suggested contracting Su L. on an hourly basis during the audit if needed.

New Business

Parking Lot Signage: Nick C. provided examples of signage for the library parking lot. There are concerns over cars being parked in the library parking lot for long periods of time without using the library. The board discussed adding signage to the lot stipulating "library parking only during library hours." Nick will look into creating a parking policy.

Next Meeting Agenda Items: Next meeting will be on Tuesday, October 18th, at 5:00pm to make sure that the director transition goes smoothly. If possible, the board would like to wrap up monthly business at that time.

Agenda to include: Resolutions needed for transition between directors, RFP reviews, Youth Librarian announcement, retirement party, and possibly monthly board business.

Announcements: None.

Meeting adjourned at 6:19pm

The next will be on Tuesday, October 18th, 2022, at 5:00pm at the Creswell Library and via Zoom