Lane Library District

Regular Board Meeting
Tuesday, December 28, 2021, 5:00 pm via Zoom.

Regular Meeting

Attending: Board Members: Sue Bowers, Eric Cullander, Lisa Linnell-Olsen, Andrew Morgan, Erin Weatherly; Su Liudahl, Library Director; and Nick Caum, Youth and Community Services Librarian.

Eric C. convened the meeting at 5:02 PM.

Public Input: None

Consent Calendar (attached): Erin W. moved to accept the consent calendar as presented, Sue B. seconded. The motion passed unanimously.

Financial Report (November): Su L. shared that $119,000 of additional tax revenue has been transferred to the LGIP in December—which leaves only $20,000 of the budgeted amount outstanding for the fiscal year. It is likely we'll receive that much over the next six months. Sue B. moved to approve the financial report, Erin W. seconded. The motion passed unanimously.

Old Business

Binder Updates: Su L. will print out the rest of policies and the Policy Revision Schedule and let Board members know when they are ready to pick up at the library.

Continuation of Services/Reopening Plan: It was agreed by consensus to continue services at their current level for another month, due to the Omicron variant.

Expansion Project Update: Su L. will send out the architectural services proposal as soon as she receives it. The Board tentatively agreed to meet via Zoom on Tuesday, January 11, 5:30pm to consider approval of the proposal.

Communications/Promotions Update: Su L. shared that she added menu items and links to the New Books page so patrons will be able to browse them electronically. She also shared that a new mobile app would launch in the next couple of months. It will provide easy access to the online catalog and is customizable to promote Creswell Library's own events and services.

New Business

Succession Planning: Su L. shared that she has been working on several things including a checklist of monthly tasks for Board, Director, and Staff; her proposal for a Policy Review Schedule; and a library computer network evaluation. She will look for a hard copy of her employment contract and examples of other Director job descriptions (especially those for Special District libraries). She will also go through the SDAO succession planning document and tailor it to fit our particular needs, also checking items that are completed and noting which items she things she should take on and which items should be the Board's responsibility. She will provide that updated list before the next meeting.

Collection Development Policy: Sue B. suggested several good edits to the document, but it was generally agreed that it is more user friendly than the previous version. Su L. will adapt the current "Request for Reconsideration" form and add it to the end of the document. Lisa O. moved to adopt the Collection Development Policy as presented except to add the edits suggested by Sue B. Erin W. seconded the motion and it passed unanimously.

Other Policies to Review: Su L. suggested that the Board review the District Bylaws at the next meeting and proposed several other policies to review before the end of the fiscal year. She also presented a plan and schedule to review all policies every four years. Su L. will send out the current bylaws along with any changes she recommends so that Board members can consider it before the next meeting.

Agenda Items for Next Meeting: At the next meeting we will discuss continuation of services, the expansion project, succession planning, and review District bylaws.

Announcements: None.

Meeting adjourned at 5:46 pm.

A special meeting is January 11, 2022 at 5:30pm (via Zoom)
to consider a service proposal from the architectural firm.

The next Board Meeting will be Tuesday, January 25, 5:00 pm (via Zoom).