Lane Library District

Board Meeting

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

Regular Meeting

Attending: Public: Paul Nielson and Cody Savey, Auditors; Board Members: Erin Weatherly, Lisa Linnell-Olsen, Andrew Morgan, Sue Bowers, Eric Cullander; Nick Caum, Director.

Meeting called to order at 5:06pm by Erin W.

Public Input: None

Audit Presentation: ISLER CPA presented on the audit for fiscal year 21-22. The audit showed nothing of concern.

Consent Calendar: Sue B. moved to approve the consent calendar. Erin W. Seconded. The motion passed unanimously.

Financial Report September: There was discussion about how the line items in the budget work. Nick C. will clarify with the state. Sue B. talked about exploring how the library administers benefits, perhaps finding a way to supplement other insurance offered to the family of staff covered by the library plan. Sue B. also pointed out that the library board needs to review the benefits offered by the library annually. This discussion was brought about by the fact that the library is paying more for benefits than anticipated during the budgeting process and may require a supplemental budget in the future. Eric C. asked about construction expenses. Andrew M. moved to approve the financial report for September. Lisa L. O. seconded. The motion passed unanimously.

Old Business

Continuation of Library Services: Nick C. provided a brief overview of the library over the last month including health of staff and adult reading challenge.

Monument Sign: Nick C. shared that after removing illumination and changing to a grey veneer, the cost of the monument sign project dropped by about $2000. ES&A has removed the old sign and confirmed that the support posts are still good. Sue B. asked about a timeline for completion. Nick C. stated that the project had to be paused while being requoted after the removal of illumination and change to veneer. No timeline yet.

HVAC/ventilation: HVAC has been updated. Ducting has been hooked up to the fan in the program room and the flow above the circ desk has been improved. Staff is happy with the changes. Nick C. pointed out that the new duct work will need to be painted. The board felt that maybe it didn't need to be painted.

Annex Doors: Nick C. stated that no bids were returned. Nick C. will begin to soliciting bids from contractors. Nick C. will also check in on the grant funding for the project.

Front Porch Project: Nick C. has a meeting with Essex who is interested in donating time and resources to help the library complete this project. Nick will update the board on how the meeting went.

Mural Completion: Nick C. has reached out to the muralist and has a meeting with her this week. She seemed excited to get the work completed. Nick C. checked in with the insurance company about the best way to use a scissor lift to complete the project. He was advised to have the muralist rent the scissor lift and then reimburse her as part of her contract. Concerns were expressed about the safety of using a scissor lift.

New Business

Paid Leave Oregon: Nick C. explained how the program will be funded and the library's role in doing so. The library is ready to collect the withholding. The board didn't choose to make a decision about that at this time. There was a discussion about what the library offers and what PLO offers and whether or not the library's offering would count as an Equivalent Plan. There were questions about when the library could opt out of paying the 40% contribution and if so, when could they begin contributing if they chose to do so. Nick C. will look into these questions but stressed that a lot of things are not worked out with the new laws.

The board agreed to review the current benefits offered by the library and compare them to those offered by PLO and discuss changes at the next meeting.

Materials Selection Policy: Nick C. pointed out that book challenges are more and more common and wanted to review the process for challenging a book at the library and discovered that the materials selection policy has outdated information about the Library's service population, collection information, and incomplete instructions. Nick C. provided an updated copy for review that corrects the issues. Lisa L. O. suggested removing a board member from the initial review process. The board felt that having two librarians review the challenged material to ensure that the Material Selections Policy was followed was sufficient. If a patron still feels that the material was added to the collection in violation of the policy, then the board will review the material to ensure that all policy was followed.

Announcements: SDAO conference in February. Nick is taking a little time off to move.

Next Meeting Agenda Items: All Old Business except HVAC/ventilation projects, Benefits review, PLO

Meeting adjourned at 6:32pm.

The next will be on Tuesday, January 24th, 2023, at 5:00pm at the Creswell Library and via Zoom