Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, September 24th, 2024, at 6:00pm at the Creswell Library and via Zoom.

Attending: Public: None; Board Members: Erin Weatherly, Andrew Morgan, Eric Cullander, Vicki Hemphill. Lisa Linnell-Olsen was absent. Nick Caum, Director. Lindsey Quigley Johnson, Youth Librarian.

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

Public Input: None

Summer Reading Report: It was quickly agreed to have Lindsey QJ. present the SRP report first. Lindsey reported record numbers for sign ups and strong hours turned in. The program was very well attended and a survey issued at the end of the program provided strong positive feedback and a few good suggestions on how to improve. Lindsey plans to implement the suggestions where she is able. The board congratulated her on a job well done.

Consent Calendar: Nick C. reached out to other libraries in the area to see what system they used for a door counts. The same beam break system that the library used was also being used elsewhere. Nick reported that he moved the location of the current system and then tested the results. He feels good about its accuracy but will continue to monitor. He suggested having front desk staff record the door count data in three hour segments to see when the library is busiest. Nick C. also shared about the OMS/CHF project to create a historic walking tour in Creswell.

Nick C. updated the board on the reconciliation for this month. There were a couple issues this month. First, there was a payroll error related to vacation hours that resulted in a staff member's paycheck being off by $0.07. However, the error was corrected and the reconciliation balanced. The second problem was that Nick and Grace were unable to get in contact with Lisa O. who normally does the reconciliation. Vicki H. was able to step in at the last minute and complete the reconciliation.

Eric C. moved to accept the consent calendar as presented. Vicki H. seconded. All present voted in favor. The motion passed.

Financial Report May: Nick C. notified the board of another issue with payroll. When contributing to individual staff retirement funds, Grace accidentally typed the amount intended for another employee. This resulted in Grace receiving $29.78 more than she should have. After talking with the company, and Grace, the easiest solution is to reduce Grace's next contribution by the same amount. Nick C. will write a narrative explaining the issue and resolution. The board agreed that this was an acceptable solution.

The library purchased several new computers. Andrew M. asked if there was any kind of policy or schedule for replacing tech. There is not.

Nick C. provided a brief audit report. All onsite work is complete and went really well. The audit is still on going and the library can expect to see the draft statements in late October and the final ones in mid-November.

Vicki H. moved to accept the financial report as presented. Eric C. seconded. All present voted in favor. The motion passed.

Old Business

Shelving Update: Eric C. expect to begin cutting next week and hopes to pass them along to Steve D. for finishing after that.

Strategic Planning Update: Nick C. reminded the board of the upcoming special meeting on October 15th to work on the Misson and Vision statement. The meeting will be facilitated by SDAO consultant and library specialist MaryKay D.

New Business

Director Evaluation: Erin W. provided the results of the Director Evaluations from both the staff and the board. Lisa O. did not submit an evaluation. Nick C. passed Executive Privilege but offered to leave the room so the board could discuss freely. The board insisted that the results of the evaluations didn't necessitate his leaving. Overall, the board feels that Nick C. is doing a good job as the Director. There were a few areas to improve on. Vicki H. moved to extend Nick C.'s contract for another year and to give him his merit based step raise. Eric C. seconded. All present voted in favor. The motion passed.

Lisa O.'s Absence: The board expressed concern over Lisa's absence from the board. This is the second meeting she has missed without notice. It is very out of character for her. Nick C. said he would reach out to her to make sure everything was alright.

Next Meeting Agenda Items: Old Business to stay, strategic planning update.

Meeting adjourned at 6:42pm by Erin Weatherly.

The next special meeting will be on October 15th, 2024, at 5:30pm at the Creswell Library and via Zoom. The meeting will be to meet with a facilitator to work on the strategic plan.

The next regular meeting will be on October 22nd, 2024, at 6:00pm at the Creswell Library and via Zoom