Lane Library District

Board Meeting

Tuesday, January 24th, 2022, 5:00pm at the Creswell Library.

Regular Meeting

Attending: Public: None; Board Members: Erin Weatherly, Lisa Linnell-Olsen, Andrew Morgan, Sue Bowers, Eric Cullander; Nick Caum, Director.

Meeting called to order at 5:00 pm by Eric C.

Public Input: None

Consent Calendar: Lisa L. O. moved to accept the consent calendar with the correct dates updated on the minutes. Sue B. seconded. Motion passed unanimously.

Financial Report December: Nick shared that there were quite a few annual bills that were paid in the past month. A few of which came in higher than expected. There was a brief discussion of the copy line item and how to handle increased copies in future budgets. Sue B. moved to approve the financial report as presented. Erin W. seconded. Motion passed unanimously.

Old Business

Continuation of Library Services: Nick C. shared that the volunteer luncheon went well. All the bricks have been submitted to the portal and will be sent off soon. The library will still need to have a wall/support structure built to hold the bricks. The book sale put on by the Friends ended this month. Sue B. shared that the mini sales in the library are now surpassing the big annual sale that used to happen at the community center in terms of total funds earned in a year. Youth program attendance has also started to pick up.

Monument Sign: The sign is currently waiting for permit approval before fabrication can begin. Nick C. will update when he has a concrete timeline.

Annex Doors: Nick C. had a hard time finding someone to do the work but finally found multiple people to come out and give an estimate on the doors. Hopefully, there will be estimates to look at next month.

Front Porch Update: Nick C. met with a general contractor who offered to share their experience and how best to go about working on the front porch. In the end, the contractor had two suggestions. 1. Hire an architect to create a design and then take that design to general contractors. 2. Complete the project using the design-build format that would require extra public meetings but would alleviate the need to for designs at this time. Eric C. asked about using our old architect to redesign the front port project. Nick C. shared that using them would be a grey area when it comes to public contracting because it could be perceived as a different project at this point. Nick C. also pointed out that it may be better to pause the front awning project and instead look at redoing the annex courtyard. Sue B. and Erin W. expressed an interest in this idea. There was discussion of how to proceed. Nick C. will look for the old

drawings to see how the courtyard space had been envisioned in the past. Lisa L. O. will check with the city to find out if they are still selling the community center and what its future is.

Mural Completion: Nick C. and Eric C. met with Connie the muralist. Overall, it was a very good meeting and Connie is enthusiastic about finishing the project. There is still some question about renting a scissor lift. Nick C. will track down a contract template from another nonprofit and see if we can use it.

Paid Leave Oregon: Nick C. shared that what the library offers is not an equivalent plan. He also broke down where benefits currently offered by the library overlap with PLO. It was also shared how current benefits can interact with PLO. There was discussion about dropping OFLA from the current benefits since the library is small enough to not be required to offer OFLA. There was also a discussion about whether or not the library should make the employer contribution and the merits of the grants offered to employers who make the contributions. Nick C. asked the state about this and learned that the library can promise to make employer contributions for two years and still get the grant even if they hadn't been making the contribution up to that point. Andrew M. moved that the library does not make employer contributions to Paid Leave Oregon with the possibility of making those contributions in the future. Sue B. Seconded. The motion passed unanimously.

Benefits Review: Sue B. reminded the board that they are supposed to review health insurance annually. The board decided to create a subcommittee to update the benefits and employee handbook to line up with PLO. Sue B. and Andrew M. volunteered to join Nick C. on the committee. They are tasked with updating the Employee Handbook and benefits, so they are in place before September. Sue B. also brought up revisiting how the library offers health insurance to spouses/partners and if the library should continue to do so if they can get health insurance through another method. Sue B. suggested finding a way to compensate for this change.

Materials Selection Policy: Not many changes were made from the rough draft presented at the last board meeting. Sue B. and Lisa L. O. pointed out the need to update the names of local papers. A blank page will also be removed. Erin W. moved to adopt the Materials Selection Policy with the changes discussed. Andrew M. seconded. The motion pass unanimously.

New Business

Public Contracting Rules: Nick C. agreed to purchase updated Public Contracting Rules from the district's lawyers. He suggests that the board review these and adopt if acceptable. He will distribute the rules as soon as he gets them.

Next Meeting Agenda Items: Old Business, benefits committee update, back courtyard vs front porch.

Meeting adjourned at 6:43pm.

The next will be on Monday February 27th, 2022, at 5:00pm at the Creswell Library and via Zoom