Lane Library District

Regular Meeting of the Lane Library District Board of Directors

Tuesday, October 24th, 2023, 5:45pm at the Creswell Library.

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

Regular meeting of the LLD Board of Directors convened at 5:45pm by Erin W.

Public Input: None

Consent Calendar: Eric C. pointed out a typo in the meeting minutes. Nick C. will adjust. There was minor discussion about the statistics for this month. The big one had to do with how the library records the statistic "door count." Nick C. expressed that he doesn't have a lot of confidence in the current device used to record this data. He would like to buy a new one in the very near future. Eric C. and Lisa O. asked about computer use. Nick C. updated that he plans to purchase new computers for the children's section of the library. Lisa O. moved to accept the consent calendar with the changes suggested to the minutes. Eric C. seconded. The motion passed unanimously.

Financial Report October: There wasn't a lot to share on the financial report. The audit is still being worked on and the first disbursement of tax funding should be arriving on 11/15. Lisa O. shared that the reconciliation process has been going well and that the transition to our new bookkeeper has been very smooth. Eric C. moved to accept the financial reports with another typo corrected. Andrew M. seconded. The motion passed unanimously.

Old Business

Front Porch: Nick did not have anything to update.

Director Review: Erin W. called an executive Session ORS 192.660(2)(i) and (8) at 6:02pm. Erin W. called an end to the Executive Session at 6:36pm.

Library Information: The board had some questions about weeding the library and how books are selected to be removed from the library and why books are removed. Nick C. also shared that LCOL (Lane Council of Libraries) is trying to get all the libraries on the same page in terms of backend service. Currently, the each library uses the same ILS (Integrated Library System) but use the same terms and rules in different ways. LCOL is trying to standardize the process.

Mandatory Reporting Policy: Nick C. sent this policy to SDAO as the board requested. They said the policy is fine the way it is. Nick C. also learned exactly what the training requirements are for this policy. He also shared that minors do not count as mandatory reporters, answering a question from the last board meeting. There was a longer discussion about how best to implement the training and if volunteers should be required to complete the training and if so, how should that training be presented to the volunteers.

At this point in the meeting, ~6:56pm, Erin Weatherly excused herself from the meeting for personal reasons. Vicki Hemphill stepped in as presiding officer.

Child Safety Policy Review: Nick C. presented a draft including the scenarios in which library staff would need to get involved with an unattended child in the library and the process for doing so. Nick C. also

added a reference to the ORS that details negligence in regard to children under age 10. Nick C. also clarified the ages range as requested by the board at the previous meeting. Liso O. moved to approve the policy as written. Andrew M. seconded. All present voted in favor, Erin W. was not in attendance for this vote.

New Business

Public Meeting Policy: Nick C. had previously presented a schedule of policies to go through but instead suggested moving the Public Meeting Policy up and assessing it next. The board agreed. Nick C. will gather policies from other libraries of a similar size, with a focus on other special district libraries.

Next Meeting Agenda Items: Book sale update, front porch, and public meeting policy.

While confirming the date of the next meeting, the library board also decided to move the monthly board meetings back to a 5pm start time instead of the 5:45pm start time agreed to at the July meeting. Regularly scheduled meetings will now be on the 4th Tuesday of the month at 5pm.

Announcements:

Meeting adjourned at 7:15pm by Vicki H..

The next meeting will be on November 28th, 2023, at 5:00pm at the Creswell Library and via Zoom