Lower Umpqua Library District
Board of Directors Meeting Minutes
Tuesday, January 14, 2020
Lower Umpqua Library Conference Room

LULD Board Members Present:
Ron Eberlein, Pina Simmons, Deborah Yates. Gary Goorhuis joined at 6:52 pm. Lee Bridge was absent.

Community Members Present:
Terry K. Moore
Marty Zdunich

Staff Present:
Sue Cousineau
Elba England

Called to Order:
Ron called the meeting to order at 6:02 pm.

Quorum established

Citizen Comments: None

Review of the Agenda: <u>Motion</u> made by Deborah Yates to accept the agenda. Seconded by Pina Simmons. Unanimous approval.

Review of the Minutes: **<u>Motion</u>** made by Pina Simmons to accept the minutes with the correct spelling of Austyn's name. Seconded by Deborah Yates. Unanimous approval.

Selection of new LULD Position 5 Board Member: Marty Zdunich was interviewed. **<u>Motion</u>** made by Deborah Yates to appoint Marty Zdunich to fill position 5 of the Board of Directors. Pina Simmons seconded. Unanimous approval. Marty Zdunich will be sworn in at a later time.

Hiring of Meeting Clerk and review of contract hours: Ron Eberlein mentioned that the Meeting Clerk position will be posted before filling it. Elba England is temporarily filling in. Discussion of number of hours for this position.**<u>Motion</u>** made by Deborah

Yates to pay the meeting clerk up to 10 hours per meeting. Pina Simmons seconded. Unanimous approval.

Finances:
a.) Library Director's Report
1. **Motion to pay the bills. Motion** made by Pina Simmons to accept the bills from 11/26/19 to 1/14/2020 for $21,773.20. Seconded by Deborah Yates. Unanimous approval.

Updates:
Sue Cousineau reported that a writing group would like to meet at the library once a month. **Motion** made by Pina Simmons to waive the meeting room fee for Siuslaw Scribes for monthly meeting. Deborah Yates seconded. Unanimous approval.

Friends of the Library would like to honor Judy Thompson. She is one of the original Friends. Pina to contact Lee about award.

Pina Simmons was asked to keep updated minutes in the Library Board binder.

There will be a proclamation made by the city to celebrate 100 years and would like a submission from the library. Ron Eberlein will partner with Sherry Paul to write a proclamation. Sherry Paul asked for a brief Future of the Library statement. It was suggested to use part of the mission statement.

Sue Cousineau presented policies for Code of Ethics and Confidentiality of Library Records. **Motion** made by Gary Goorhuis to adopt the Code of Ethics and Confidentiality of Library Records policies and post them to the website. Pina Simmons seconded. Unanimous approval.

Action Items Follow Up and Report
a.) Volunteers background checks and training Discussion of volunteer who isn't willing to share their social security number. Sue Cousineau will check with the City of Reedsport to see if they have done a background check for this individual since they have volunteered for the City.

b.) Library HVAC system and C. Giles Hunt grant Ron Eberlein presented bids for the HVAC system. A $5,000 grant has been received from C. Giles Hunt Foundation for this project. **Motion** made by Deborah Yates to accept the bid of $5,200 from Florence Heating and Sheet Metal for the HVAC work and for them applying for the rebate. Gary

Goorhuis seconded. Unanimous approval. Sue Cousineau will contact to let them know that they got the bid.

c.) SDAO Conference February 7-9, 2020 Sue Cousineau will not be attending. Currently conference is full.

New Business: Ron Eberlein talked about possible trainings for the board and handed out a list of 2020 Basic Local Budget Law trainings.

Comments from Board Members: Deborah Yates said her goodbyes.

Next meeting: Tuesday, February 11, 2020 at 6:00 pm

Meeting Adjournment: <u>Motion</u> made by Pina Simmons to adjourn the meeting.at 7:37 pm. Seconded by Gary Goorhuis. Unanimous approval.

Submitted by:

_____   Date: _____
Elba England
Meeting Clerk

Accepted as written or amended on (date) _____

Approved by:

_____   Date: _____
Ron Eberlein
President