

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, August 8, 2017

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 12:03 p.m.

**Roll call of members and introductions** (if needed): Chris Boyle, Marta West, Emily Portwood, and Brian Fodness. Others present: Diedre

**Adoption of agenda: Action**: The agenda was approved as presented. Consent

**Announcements from Board Members**: Emily and Chris will miss the October meeting

**Review of past Minutes: June 2017: Action**: Approved as presented Consent

**Financial Reports**: June & July 2017:

**June 2017: Revenue**: The Tax Revenue was \$32,871 and the Previously Levied Taxes was \$2,356.43. Members of the Chinook Library Network paid \$4,137. Siletz received \$103 for printing and copying. **Total Revenue**: \$39,469.39. This is \$16,115 more than budgeted.

**Expenditures: Personnel**: We didn't really pay more than allocated for Personnel but because of when salaries are paid and taxes are paid it sometimes looks like overpayment for Diedre and Jane. Neither has been overpaid. **General Office Expenses**: We went a little over in the databases but were well underspent in the category, Materials and Services. Election Fees: The Board election cost us \$5,414. The Budget Hearing notification cost \$105.

**Reimbursement/Library Development**: OCLC was \$3,871. \$3,775 was spent on the Summer Reading Program. Regular monthly reimbursement was sent to the libraries, \$66,873. **Siletz**: We overspent a little in Office Supplies by \$134.37 but did not overspend in Materials and Services. **Total Expenditures: \$109,888.94**

**July 2017: Revenue**: We did not have a section in the budget to receive funds from Siletz for Useful. This is marked in yellow. Tax Revenue: \$20.68. This is just for interest. Previously Levied Taxes received was \$9,212.73. The Carryover from last fiscal year hasn't been figured yet but will be on the August report. **Total Revenue**: \$13,831. **Expenditures**: We had regular Personnel Services expenditures. \$4,277 was spent on Library2Go. We also paid \$6,152 for the Orbis Cascade Alliance Courier service. TBCC's Orbis Courier wasn't paid but will be next month. The rent on the office was paid for the year, \$5,270. A new battery was purchased for the older van, \$166. \$300 was spent on registration for the SDAO Board Training workshop. Siletz had some expenditures for Collection Development, \$696. Siletz also had some Summer Reading Program expenditures, \$820. **Total Expenditures**: \$53,721.

**Action**: The Financial Reports were approved as presented.

District Librarian's Report and Correspondence

**A. Report for June - August 2017**

1. Special Districts Association of Oregon (SDAO) Board Meeting, June 15: There is a Board vacancy. The 2017/2018 budget was approved. There was a short Legislative report. The Legislative session hadn't ended yet. A more complete report will be presented later.

2. American Library Association (ALA) Conference: Jane and Diedre attended the conference. There is a link in the report to COGNOTES which gives a lot of information about the conference. The Intellectual Freedom Committee brought a resolution that was approved on Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights. This is not yet posted with a good link.

**Public Comment:** No public

**Decision Items**

- A. **Election of officers** – President and Treasurer: **Action:** Virginia as elected to be Treasurer and Chris was elected President. Unanimous approval

**Discussion Items**

- A. Final 2017/2018 Budget Information: [LB-20](#), [LB-30](#), [LB-31](#), [LB-50](#). The LB-50 form is the one that you may not have seen before. It is the form authorizing our collection of the property taxes.
- B. Report on activities at libraries in the county:  
Driftwood- Library Foundation might be able to pay for Hoopla for the Driftwood Library  
Toledo – Deborah was glad that she attended the Budget Meeting. She suggested that we look at the Chinook Library Network funding formula.  
All of the libraries are giving out eclipse glasses
- C. Items for press release and ideas for articles by Board members

**Professional Development:** No additional items

**Next agenda:** No suggestions for the next agenda

**Next Board Meeting:** Tuesday, October 10, 2017

**Adjournment:** The meeting was adjourned at 1 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, September 12, 2017

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:00 p.m.

**Roll call of members** and introductions (if needed): Members present: Chris Boyle, Marta West, Emily Portwood, Brian Fodness, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda**: **Action**: The agenda was approved as presented. Consent

**Announcements from Board Members**: Chris will not be at the October meeting. Virginia will not be here in the area in November but can be reached by phone, if needed.

**Review of past Minutes**: August 2017: **Action**: Approve the minutes as presented. Move by Marta, Seconded by Emily. Consent

**Financial Reports**: August 2017: The carryover for LCLD has been updated since August to \$183,41.78 and for Siletz to \$8,795.40. **Income**: Received \$5,528 in Previously Levied Taxes. Several of the members of the Chinook Library Network have paid for their share of the network, \$5,058. State Forestry funds for this quarter were \$2,367.82. This is much lower than some years which is a good indicator that we won't be getting a lot over what was budgeted this year. **Total Income**: \$12,973.07

**Expenditures**: Personnel expenditures were the regular monthly expenditures. Last month I reported that I had forgotten to pay Tillamook Bay Community College's (TBCC) Orbis Courier fee of \$3,334. This leaves \$1,804 in that account. This is not enough for next year's contract so we will work with TBCC and find out how to manage the rest of these funds. We did have to get more checks, even though many payments are now online, automatic payments or using the credit card, \$230. We paid the monthly OCLC bills for \$4,991. \$1,100 was spent on one of the summer reading program performers. **Siletz**: We do transfer some funds to the Siletz development funds because they do not have enough in carryover to take them to December. Supplies included toilet cleaner and headphones. We have purchased some books and dvd's for the library as well as the News Times subscription coming to \$788 in Collection development. There were some payments to performers and for supplies in the summer reading program, \$412. IconiPro Security did their yearly inspection, \$183. **Total Expenditures**: \$37,309.92. **Action**: Acceptance of the financial report moved by Virginia, seconded by Emily. Consent

### **District Librarian's Report and Correspondence**

- A. Report for [August - September 2017](#): Shared this information at the meeting.  
Posters for Library Card Sign-up month: We don't have any but we did put banners on the Facebook pages. Most of the libraries don't seem to do a lot related to this month.  
Banned Books Week is the last week of the month.

**Public Comment**: No public

### **Decision Items:**

- A. [Health Insurance Policy 8.3.1 page 11 in the Personnel Policy](#): Should the coverage remain being for employees working 20 hours or more or should this policy be changed to 30 hours or more? The current staff wanted to know if they could work a few more

hours and cover the 16 hours that Marianne was working. We do not have the funds to pay for health insurance. The health insurance coverage would be almost triple the amount of the salaries. Chris mentioned giving employees a stipend to use for purchasing health insurance on the open market. Marta wondered if doing this would increase employee taxes. This option would have to be researched more and probably would need to be reported for taxes. The health insurance was not a deciding factor for the current employees, or at least that is not what they indicated. It would still be difficult to find the funds to do this as well. We really want to give all staff health insurance but the funds just aren't available. We could not change this and just hire a third person. Only having two courier people does limit flexibility a little. In the future it might also give some more options for Siletz staff and it may be possible to increase their hours at a later time. **Action:** Moved to change Policy 8.3.1 from 20 to 30 hours. Moved by Marta, seconded by Virginia. Unanimous approval

### Discussion Items

- A. [Ready to Read 2018 Application](#): This is the application for next year's summer reading program. The local libraries want us to use the funds to pay for performers for the summer and supplies for the Siletz Library. (The document shared at the meeting had last year's budget. The link above now goes to a document with the correct budget)
  
- B. Report on activities at libraries in the county  
Driftwood summer reading went well.  
Toledo got their first check for their black walnut wood - \$1,200 This is from the trees that had to be removed from the front of the library.  
Waldport – City asked that the library board start looking at a vision for a new library building. One suggestion has been using the old fire station. The second floor of the old fire station would be a problem including the weight of books up there and the access needed (maybe an elevator). Begin looking at other possible sites. Programs (see sheets from Bruce). Sue is beginning to develop more adult programs. Sue has now been there for one year.
  
- C. Items for press release and ideas for articles by Board members: Library card sign up and banned books week would be a good time to get out library publicity related to the Library District. Most of the libraries will be doing publicity on all of these items. Sometimes it is a problem overlapping with the libraries. Is there a way to make it more district wide instead of just for specific libraries? We do need to think about better ways to get information out about the Library District. The libraries do pretty good publicity now and don't really need our help with publicity. Need to keep looking at what to do.

Drop boxes: Seal Rock need to put a sign on the back to make it more visible. Diedre will look at getting a sign added to the back. It would be good to cut the poles down a bit. The poles are very thick. We could add a drop box in Otis. Working with a property owner to allow a drop box on their property has been a good Board project in the past. The courier going out to Otis will take more time for the courier drivers.

**Professional Development:** Library District Statutes: This list is a good list of all related statutes: <http://www.oregon.gov/osl/LD/Pages/resources/laws/ors.aspx>

### Set the next agenda

**Next Board Meeting:** Tuesday, October 10, 2017

**Adjournment:** The meeting adjourned at 1:05 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, October 10, 2017

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order:** The meeting was called to order by Chris Boyle at 12:15 p.m.

**Roll call of members and introductions** (if needed): Chris Boyle, Marta West, Emily Portwood, Brian Fodness, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda:** **Action:** The agenda was approved as presented. Consent

### **Announcements from Board Members:**

**Review of past Minutes:** September 2017 – It was moved by Marta and seconded by Emily to approve the minutes as presented. Consent

**Financial Reports: September 2017: Revenue:** Previously Levied Taxes received \$6,121. The library payments to the Chinook Library Network came to \$3,232. Siletz received a donation of \$200 for purchasing best sellers. They also had \$62 in payments for copying and lost materials. **Total Revenue:** \$9,621.62

**Expenditures:** Personnel expenditures were the usual but might seem a little high because there were three paychecks during the month, \$34,070. Registration/Travel/Training includes \$230 for Jane's registration for the ALA Midwinter Conference and \$172 for a plane ticket to Denver. SDAO business insurance isn't due yet. The OCLC payments came to \$5,340. **Siletz:** Personnel came to \$5,025.47. All Siletz staff work 16 hours. They each work every third Saturday. \$412 was spent on the collection. Siletz expenditures came to \$6,298. **Total LCLD Expenditures**, including Siletz, came to \$37,310.

**Action:** Approval of the Financial Report was moved by Virginia and seconded by Emily. Unanimous approval.

### **District Librarian's Report and Correspondence**

- A. Report for September - October 2017: Covered well in the written report.
- B. Oregon Humanities Program on recognizing fake news: It is supported by all of the libraries in the county. LCLD paid the \$50 fee for the program. The program was arranged by the librarian at the OSU Guin Library. The posters were made by the school district librarian. The publicity was put out by the Toledo library director.
- C. Dolly Parton Imagination Library – we will be finding out more about the possibility for all of the libraries in the county to be a part of this program later this week. They probably will request that LCLD pay a little bit toward the program
- D. Better World Books – we send books that are in good condition but older and used donations or books weeded from the collection. If Better World Books sells any of the books the percentage of the amount paid goes to the Siletz Valley Friends of the Library.
- E. Board asked about the programs that will be at the SDAO Conference, which isn't quite ready yet. It is an interesting conference for Board members. It will be in Seaside, February 8

– 11, 2018. There was also a request to let the Board know when the ALA 2018 Conference registration begins. The ALA Conference will be in New Orleans.

**Public Comment:** No public

**Decision Items**

A. Sexual Harassment Policy – [sample](#) of current policy and new from SDAO. Having a policy is part of the Best Practices program that gives us a discount on our insurance from SDAO this year. We already have a policy. The new one has some definitions that aren't in the current policy. SDAO makes suggestions on policy every year. The Board approved adopting the new SDAO policy with changes made that are specific for our district. Moved by Chris, Seconded by Emily. Unanimously approved.

B. Book Drops in Seal Rock and Otis – Chris talk to someone about cutting the pole in Seal Rock. We will find out if someone at Driftwood knows the person in Otis to ask about putting a book drop there. We will work out scheduling for the book drop later, when it is in place. Virginia said she would be happy to talk with the person in Otis.

**Discussion Items**

A. [State Library Statistical Report](#) – The 2016-2017 report was shared with the Board. Most of the patron and circulation information is for Siletz.

B. Report on activities at libraries in the county – the Dark and Stormy Night programs are starting at the Driftwood Library.

C. Items for press release and ideas for articles by Board members: publicity went out for the Fake News program. The book drops are a good publicity opportunity.

**Professional Development:** Safe Personnel Training: <https://library-or.safepersonnel.com/login>. Library staff need to do two of the trainings for the SDAO Best Practices program. Accounts have been set up for all Board members. No trainings are required at this time but Board members may do any of the trainings that are of interest to them.

**Next Agenda:** No suggestions

**Next Board Meeting:** Tuesday, November 14, 2017

**Adjournment:** Meeting adjourned at 1:13 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, November 14, 2017

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: Emily Portwood called the meeting to order at 12:02 p.m.

Roll call of members and introductions (if needed): Marta West, Emily Portwood, Brian Fodness, and Virginia Tardaewether. Others present: Diedre Conkling

Adoption of agenda: **Action:** The agenda was adopted as presented. Consent

Announcements from Board Members: No announcements

Review of past Minutes: [October 2017](#) **Action:** Approved the minutes as presented. Moved by Marta and seconded by Brian. Consent

Financial Reports: [October 2017:](#) **Revenue:** Tax Revenue: \$5.01 interest. We have started receiving the majority of this year's Tax Revenue and that will appear on the November and December reports. Previously Levied Taxes received \$4,590.49. We had some revenue from libraries in the Chinook Library Network, \$2,223.32. The Siletz Library had \$100.38 for making copies, faxes, and book replacements by patrons. **Total Revenue:** \$6,919.73

**Expenditures:** We had the regular Personnel Expenditures. There was a question about what is Recorded Books. This is a database of magazines that the Siletz and Toledo subscribe to. It use to be called Zinio. The copier lease amount was a little higher this month at \$867.31 because we paid the yearly maintenance fee. Postage is a bit low at \$27.97 because Diedre hasn't submitted her receipts for the month. The \$50 in public relations was for the program from the Oregon Humanities. We paid the yearly membership fee to the Special Districts Association or Oregon (SDAO), \$248.45. The cost for the three OCLC accounts this month was \$4,007.00. **Siletz:** We have started transferring Library Development money into Siletz. In Office Supplies we paid one of the movie licensing fees and will pay the second one soon. This is paid so that movies can be shown at the Siletz Library. The total spent in Siletz for materials and services was \$2,796.58. **Total Expenditures** including Siletz came to \$37,152.61.

**Action:** It was moved by Emily and seconded by Marta that the Financial Report be approved. Unanimous approval

### District Librarian's Report and Correspondence

#### A. Report for [October - November 2017:](#)

1. Dolly Parton Imagination Library: We get a generous grant for the program from the Rippey Foundation at least for the first two years. They will pay half the cost: first year \$2,000, second year \$4,500. The United Way is hosting the program and will have the website and application information. They are also trying to do some fundraising. They figure the number of children based on zipcode but we know that isn't accurate for the libraries so the libraries have decided on another formula to split the cost. The program is for kids 0 – 5 and they can be part of the program during this time. This means that the number of kids enrolled increases each year. We have nothing to do with the selection of the books or the mailing of the books.

2. Silverton Library District Interviews: I attended the interviews for their library director. SDAO conducted the interview process and it was very intensive. It was much more involved than it needs to be to select a district director. A good person was chosen but I believe the same person would have been selected with a much simpler process. I would recommend that we not use SDAO for selection of the next district librarian. My recommendation would be to have a three member panel with two people from the Board and one community member with a lot of library experience, maybe Janet Webster.
3. SDAO Board and Trust Meetings: We were scheduled for three days but really only needed two days. We were working on the business plan for the next few years. The Legislative office tracked all of the local ballot measures in the state. The majority passed and passed by significant amounts. They also shared what they know about statewide ballot measures that were being proposed.
4. Oregon Library Association Legislative Committee Meeting: Ted and I are going to work on developing a piece about libraries and library legislation in Oregon. We are going to base the piece on something I found that the Florida Library Association put together. This will be a piece that can be used throughout the year. We are still having problems having a clear document about weapons in libraries and how restrictions can fit with Oregon laws.

Public Comment: No public attended.

Decision Items

- A. Review final version of new Sexual Harassment: was just going to show the final format but didn't get it finished for today. The language was already approved.
- B. Dolly Parton Imagination Library – should LCLD donate some (possible [donation amounts](#) for each library before donation from LCLD)? **Action**: LCLD will contribute \$250 this year to the project. Moved by Emily, seconded by Marta. Unanimous approval.
- C. Book Drops in Seal Rock and Otis – need to do at another time. Chris was going to see about finding help to cut the poles in Seal Rock to make the book drop more visible.

Discussion Items:

- A. Library Reports: Driftwood [report](#) and [statistics](#) – Brian asked that we pull out all of the information from the State Library reports for the libraries in the county. This will be done once the State Library posts the information on their website. Diedre just doesn't usually do this because we don't really want the libraries competing with each other because they are very different in funding and communities.
- B. Report on activities at libraries in the county: Waldport – they are starting a visioning process for all of the city facilities. This includes considering a new site for the library to make it close to 10,000 sq ft.
- C. Items for press release and ideas for articles by Board members – no suggestions
- D. Other: SDAO Conference in Seaside Board members may attend and should let Diedre know if interested.

Professional Development: The E's of Libraries, <http://www.ala.org/advocacy/pp/e>

Set the next agenda: Include Book drops

Next Board Meeting: Tuesday, December 12, 2017

The meeting was adjourned at 1:02 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, December 12, 2017

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order by Chris Boyle at 12 p.m.

Roll call of members and introductions (if needed): Chris Boyle, Marta West, Emily Portwood, and Brian Fodness, Others present: Diedre Conkling

Adoption of agenda: **Action:** The agenda was approved as presented. Consent

Announcements from Board Members: Chris will not be at the January 2018 meeting

Review of past Minutes: November 2017 – the minutes had not been completed so will need to be reviewed at the January 2018 meeting.

Financial Reports: November 2017: **Revenue:** The Tax Revenue for this year was \$931,600.69. Previously Levied Taxes came to \$2,902.34. We received a donation of \$2,000 from the Oregon Foundation. We have used some of past donations for the book drops. Siletz received \$28.34 for copies, faxes and lost books. The quarterly State Forestry payment was \$24,029.99, which was more than was budgeted. The funds received with the asterisk next to them are the funds divided between us and the local libraries. **Total Revenue:** \$961,198.57.

**Expenditures:** Most of the expenditures were typical expenditures. Mileage was for a couple of months so was a little high at \$320.23. Postage was also a little high because Diedre hadn't been refunded for several months, \$246.88. OCLC for the month was \$4,991.64. Siletz: Office supplies came to \$62.99. Collection Development: new books, DVD's and magazines came to \$787.44. The \$91.75 in programming is for prizes for the Magic the Gathering group that meets every week. Siletz total for material and services was \$1,715.86. In December Siletz will officially get half of their revenue for the year in December but we do transfer some funds to Siletz before December. **Total Expenditures:** \$30,367.85.

**Action:** The financial report was approved as presented. Motion for approval by Emily and second by Marta. Unanimous approval.

### District Librarian's Report and Correspondence

#### A. Report for November-December 2017

1. Dolly Parton Imagination Library: We received the bill and it has been paid. Invoices have been sent to all of the libraries for their share. The library staff will be meeting soon to discuss registration.
2. Reports from the libraries: our contract requires that the reports be in around November 15. The reports need to be in so that we can pay the libraries half of their reimbursement amount for the year on December 15. The rest will be paid monthly through June 2018. All of the reports are now in.
3. Siletz Valley Friends of the Library: I changed their email group to Google groups. They SVFOL did apply for and received a grant with the CTSI for cleaning the library. We will try to schedule the cleaning soon. There was a small section in front of the meeting room door going outside that had rotted out. The two people fixing this

problem did a very thorough job. The SVFOL are not meeting in December but will meet in January to plan their annual February Siletz Library birthday celebration.

4. Siletz Library: We keep getting notifications about illegal downloading movies and tv shows and it looks like CenturyTel is going to cut off the Internet for the Siletz Library the next time this happens. Instead of being cut off we switched over to Wave Broadband. We sent in a registration with the Copyright Office saying that we are a third party and are not doing the downloading. This only costs \$6 to do and it may help. We also had CoastCom do some work on the firewall. We also tried to put a block on the wireless router. Hopefully we now have bit torrent downloads blocked at this time. AboveBoard also fixed all of the lights around the building that had gone out.

Public Comment: No public present

Decision Items

- A. Book Drops in Seal Rock and Otis – nothing to report or work on yet.

Discussion Items

- A. Library Reports: Newport: [report](#) and [statistics](#), Toledo: [report](#) and [statistics](#), Waldport: [report](#) and [statistics](#): We got all of the reports in plenty of time to send out the first half of their reimbursement funds. The libraries all do very well though at different levels.
- B. Ready to Read Grant [report](#): This is the report about how we used the grant that we have to file every year. The LCLD Board also supplements the fund every year.
- C. SDAO Conference Registration: [web site](#), [registration form](#). We will get all of the Board members interested in attending registered. Everyone will need to get their own motel rooms and get us a receipt to be refunded.
- D. Report on activities at libraries in the county: No real reports. Diedre noticed that Waldport Friends were doing a fundraising raffle.
- E. Items for press release and ideas for articles by Board members

Professional Development: DMCA registration information:

[www.districtdispatch.org/2017/04/register-dmca-agent-december-2017/](http://www.districtdispatch.org/2017/04/register-dmca-agent-december-2017/)

Set the next agenda: No suggestions

Announce next Board Meeting: Tuesday, January 9, 2017 at 12 p.m.

Adjournment: The meeting was adjourned at 12:35 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, January 9, 2018

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order – The meeting was called to order at 12:05 by Emily Portwood

Roll call of members and introductions (if needed): ): Marta West, Emily Portwood, and Brian Fodness, Others present: Diedre Conkling

Adoption of agenda: **Action:** Agenda approved as presented. Consent

Announcements from Board Members: Marta announced the Women’s March on January 20 at Newport City Hall. The march begins at 11:30 a.m.

Review of past Minutes: [November 2017](#) and [December 2017](#): **Action:** The minutes were approved as presented. Moved by Brian. Seconded by Marta Consent

Financial Reports: December 2017: **Revenue:** Tax Revenue received in December was \$186,823 and Previously Levied Taxes was \$4,649. Taxes are coming in pretty well. We should go over what was budgeted for Previously Levied Taxes and be fairly close to the budget for Tax Revenue by the end of the year. We also received the Ready-to-Read grant of \$4,222. **Total Revenue:** \$195,702.

**Expenditures:** Most of the library expenditures are the same as we have every month. Newly added is the Dolly Parton Imagination Library under Library Development special projects. We have sent the United Way \$2,000 for the project this year. Invoices have been sent to the libraries for their share of this expense. \$782.37 was transferred from Newport’s reimbursement funds to the Dolly Parton Library for their payment. The funds are coming in from the other libraries and will be on the next report. Half of the library reimbursement funds for each library have been sent out. The rest will be sent out during the year. Siletz had already been using some of their library development funds but the rest of the December payment has been allocated, \$13,334. We had to replace the sweeper at the Siletz Library. Most other Siletz expenses were the usual library building expenses. Now that the funds for the first half of the fiscal year have been transferred we will make the Siletz payments to LCLD for the Chinook Library Network and Useful. There was a question about the purchasing of a new van. We have \$30,000 set aside for a new courier van when needed. We don’t need to purchase a van this year and because we already have \$30,000 no more was added to this fund this year. **Total Expenditures:** \$444,213.

**Action:** The financial report was approved as presented. Approval moved by Brian and Seconded by Marta. Unanimous approval

### District Librarian’s Report and Correspondence

- A. Report for [December 2017 – January 2018](#)
- B. Dolly Parton Imagination Library: The libraries have been getting publicity out about the program. The United Way has ordered some publicity materials but they haven’t appeared yet.

Public Comment: No public comment

Decision Items:

- A. Possible District Librarian [Employment Agreement](#) and [evaluation](#) suggestion:  
Employment Agreement: The Employment Agreement is an updated version of what Diedre received when hired. The changes have come about because of changes we have made in the Personnel Policy. The original contract was developed with help from Wayne Belmont, County Counsel. It gives good protections to the employee and the District. **Action:** The Board will review the Employment Agreement with comments, corrections, and suggested changes brought to the next meeting.

Evaluation: For past director evaluations we have used this form. The advantage of this using this form for evaluations is that it addresses most things that happen in the Library District and gives a good overall view of activities, where progress has been made and when more progress is needed. Diedre usually writes out a response to each section and then shares that with the Board so that the Board can then make their comments and complete the evaluation. Though an evaluation isn't necessarily all that important this year since Diedre is retiring it will be good to go through the process as an example of a possible way to conduct future evaluations. Diedre will bring this back to the Board in February or March.

- B. Book Drops in Seal Rock and Otis: Will discuss more at a later meeting

Discussion Items:

- A. Report on activities at libraries in the county – No reports

Professional Development: Everyone will get plenty at the SDAO Conference

Set the next agenda: Employment Agreement, Director evaluation

**Next Board Meeting:** Tuesday, February 13, 2018 at 12 p.m.

Adjournment: The meeting was adjourned at 12:58 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, February 13, 2018

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order at 1 p.m. by Chris Boyle

Roll call of members and introductions (if needed): Chris Boyle, Marta West, Emily Portwood, and Brian Fodness, Others present: Diedre Conkling

Adoption of agenda: **Action:** The agenda was approved as presented. Consent

Announcements from Board Members: No announcements but did discuss experiences at the Special District Association of Oregon (SDAO) conference.

Review of past Minutes: [January 2018](#) **Action:** The minutes were approved as presented. Approval was moved by Emily and seconded by Marta. Consent.

Financial Reports: January 2018: **Revenue:** Tax Revenue was \$14,797. Revenue from Previously Levied Taxes was \$1,888.30. Siletz received \$38 for copies. **Total Revenue:** \$18,953.92

**Expenditures:** Personnel services: is all the same. Just a point of interest, everyone got a small increase in net pay because of the tax reform act. Supplies: We added a new desk for the Interlibrary Loan area. We also bought 10 new courier boxes. Total \$497. Membership fees were for ALA Membership for Jane and Diedre. Paid registration for Jane and Diedre to attend the ALA Conference and paid SDAO Conference registration for LCLD Board members. Also paid some travel expenses for Jane going to ALA. Total in Training/Travel/Membership: \$2,670. Dolly Parton Project is going to continue to be in the red but most of the libraries have reimbursed LCLD. One library hasn't paid yet but should pay soon. There is a local bookstore closing so might be able to get some inexpensive items there. Siletz: AboveBoard changed fixtures and replaced bulbs at the Siletz Library, \$1,457.. The harddrive on the Siletz surveillance computer stopped working but we were able to get up and running again for only \$100. **Total Expenditures:** \$107,478.96

**Action:** Financial report approval moved by Brian and seconded by Emily. Unanimous approval.

### District Librarian's Report and Correspondence

- A. **Report for [January – February 2018](#):** In the report: The Siletz Valley Friends of the Library held their annual birthday party and booksale while we were at the SDAO Conference. The SDAO Conference documents remain available and there is a link in the report. The Oregon Library Association's new lobbyist gave the OLA Legislative Committee a great report and the important information has been copied to this report. **Cognotes from the American Library Association** in the report there is a link to Cognotes. The Monday edition has many of the award books.
  
- B. **Yachats:** Brian mentioned that there is good library activity happening in Yachats and maybe they will look at joining the Library District again. In the past the library board was

afraid the LCLD would come in and take over the library, even though we have a track record for not doing that. It is great that we have been able to meet with the Yachats library director at the Dolly Parton meetings and we are inviting her to the informal lunch we have each month with librarians in the area. To join the Library District the voters in Yachats and in the Library District would need to pass a ballot measure to join.

- C. **Glitch in Koha:** we discovered that Koha has stopped separating patron requests by library. ByWater Solutions is trying to figure out the problem. They did give us a way to see all of the requests so we can still see and order the books. We just no longer know what library the patrons regularly use. Of course, as long as the items are purchased the patrons will be able to place holds on them and have them delivered to their library.
- D. **Wikispaces**, the site we use for our website, is being closed. We will be looking for a place to move the wiki information to by September.

Public Comment: No public present

#### Decision Items

- A. Possible library reimbursement for [2018/2019](#) Every year we send out an estimate to the libraries about how much reimbursement they will receive the following year. The reimbursement is only based on tax revenue received and state forestry funds. The amount for Toledo will always be too low because when the district started the City of Toledo cut their funding to the library. Our formula penalizes cities for doing this. Toledo would always be low but is lower than it would have been if this hadn't happened early on. **Action:** It was moved by Brian and seconded by Marta to accept the reimbursement amounts in the spreadsheet. Unanimous approval
- B. Possible District Librarian [Employment Agreement](#) and [evaluation](#) : As we move forward in the process to hire a new district librarian this sample employment agreement has been presented. There is also a sample of the type of yearly evaluation that has worked well for the district in the past. The District Library presents a document discussing the areas in the evaluation form. The Board then prepares their response, either an oral response or a written response. This evaluation really is a good way to share information about what is being done in the District and leads to good discussions about the work as well as new possible directions. **Action:** No action was taken at this meeting. It will be on next month's agenda.
- C. [Book Drops in Seal Rock and Otis](#): Chris and Brian will work on shortening the poles. Diedre should send a note to Virginia about Otis.

#### Discussion Items:

- A. Report on activities at libraries in the county:
  - Driftwood is holding a good author series that has been well attended.
  - Siletz had their annual Birthday party.
  - Newport – has security services now for the library to help with problems at the library – some people seem to be happy with this change.
  - Waldport- also having security problems and looking at ways to address the problems with the city
- B. Items for press release and ideas for articles by Board members – no suggestions

Professional Development: Conference – sexual harassment – professionalism

Set the next agenda: District Librarian contract and job description

**Next Board Meeting:** Tuesday, March 13, 2018 at 12 p.m.

Adjourned at 1 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, April 10, 2018

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order at 1 p.m. by Chris Boyle

Roll call of members and introductions (if needed): Chris Boyle, Marta West, Emily Portwood, Brian Fodness, and Virginia Tardaewether

Adoption of agenda: **Action:** The agenda was approved as presented. Consent

Announcements from Board Members: Brian will need to leave the meeting early.

Review of past Minutes: **February 2018:** **Action:** The minutes were approved as presented; Approval moved by Marta, seconded by Brian. Unanimous approval

Financial Reports: Basically just went through the March report;

**Revenue:** The Tax Revenue for March was \$28,492. The amount of Previously Levied Taxes was \$1,370. It appears that we will go over the amount budgeted for Previously Levied Taxes by the end of the year and will be very close to the amount budgeted in Tax Revenue. **Total Revenue:** \$28,496.

**Expenditures:** The Personnel Services expenditures were the same as usual. The mileage of \$385.80 was for going to conferences. Postage was \$169. We are getting very close to the amount budgeted for the year with more Interlibrary Loans and an increase in the postage rate. The van fuel was for two months at \$677. The final Oregon Library Association (OLA) memberships were paid for staff and Board members. Hotel expenses for Board members and the Special Districts Association (SDAO) were paid as was a hotel room for Diedre at the OLA Conference. Diedre's plane and hotel for the summer American Library Association (ALA) conference were also paid. Two months of payments were made to OCLC, \$9006.23. Two months of reimbursement payments were made to the local libraries, \$128,627. Siletz: most of the expenditures were for personnel. The youth books that won awards from the American Indian Library Association have been purchased, which we do every other year when the awards are presented. **Total Expenditures:** \$198,438.

**Action:** Financial Reports for February and March 2018 were approved. Approval was moved by Virginia and seconded by Marta. Unanimous approval

### District Librarian's Report and Correspondence

#### A. Report for February - April 2018:

**Van:** the older van is being repaired. One of the battery cables was damaged and we are waiting for a replacement. Right now the vans are working fine but we have the money on hand for a replacement van when needed.

**SDAO and SDIS Joint Meeting:** this was the yearly meeting where we get a report on the investments. I received a plaque showing that I have served on the SDAO Board for 17 years. My last meeting with the SDAO Board will be in June. We reviewed the SDAO progress on the 3 year goals. SDAO just started publishing a brochure with all of the trainings to be held this year. They had not done a list of trainings like this in the past.

Reedsport Library Measure: People working on forming a district called to ask if I could come talk with them about the role of a governing board if their measure passes. I have arranged for a member of the SDAO staff to meet with them. I also volunteered to attend the meeting. Marta expressed interest in attending the meeting.

Public Comment: No public comment

Decision Items:

- A. [2018 Budget Committee](#): Several terms have expired. We need to appoint 3 Budget Committee members. Diedre will check to see if those with expired terms are interested in being reappointed. For the other empty position Diedre will ask Terrell Aldredge if she would be interested in serving in that position. The Board will need to officially appoint members to the Budget Committee right before the Budget Committee meeting.
- B. Possible [Budget Calendar](#) – Diedre asked to change the calendar presented to move the next Board meeting and the Budget Committee meeting to May 15. **Action:** The calendar was approved with the change of the meeting to May 15. Consent
- C. ByWater Solutions [Contract](#) for 2018 – 2020: We need to have the Board approve the contract and sign the contract. The contract is an increase of \$1,010 over the previous contract. Once signed the contract will be sent back to ByWater if it is signed this evening.
- D. Possible District Librarian [Position Description](#) : Once the description is approved then the job can be published. There were several suggestions: change Board of Trustees to just Board and put more in about the preparation of the budget. There is nothing in the description about working to pass a ballot measure since any work the Director does on a ballot measure is on their own time and can't be required. Add a clear vision about the role of changing technologies in libraries. In the contract can put something about prefer the Director live in Lincoln County. Before publishing the Board will see the final version. One thing we will be able to promote when at the ALA Conference is this position. I will bring back a list of many of the places where the job can be published. **Action:** With the changes made the Board moved to approve the position description. Moved by Virginia, seconded by Emily. Unanimous approval.
- E. Possible District Librarian [Employment Agreement](#): It was decided to have Wayne Belmont review the contract before finalizing it. Some suggested changes were made.
- F. Book Drops in Seal Rock and Otis – It was questioned why this was on the agenda instead of Diedre just taking care of this. The reason has been because this had been thought of as a Board project and not one of Diedre's projects. A chainsaw can't be used to cut the pilings. It was decided that because the poles at the Seal Rock location can't be cut that a sign should be placed on the poles. Diedre will do this.

Discussion Items:

- A. Report on activities at libraries in the county: People did not have a lot to report but they did notice that a new children's person has been hired for Toledo.
- B. Items for press release and ideas for articles by Board members
- C. Need to make a change in Virginia's phone number on the Board list.

Professional Development: Did not do any at this meeting.

Set the next agenda: Will take suggestions from the Board discussion.

**Budget Committee Meeting**, Tuesday, May 15, 2018 at 12 p.m.

**Next Board Meeting**: Tuesday, May 15, 2018 immediately following Budget Committee meeting (approximately 1:30 p.m.)

Adjournment: The meeting was adjourned at 1:20 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, May 15, 2018

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Appoint Budget Committee: The first part of the Board meeting began at 12:00 p.m. with the appointment of Terrell Aldredge, Rebecca Noble, and Barbara Smith-Huggins to the Budget Committee. **Action:** The appointments were moved by Chris and Seconded by Bruce. Unanimous approval

(This action was followed by the Budget Committee Meeting.)

Call meeting to order: The Board meeting was again called to order at 1:10 p.m. by Chris Boyle.

Roll call of members and introductions (if needed): Board members present: Chris Boyle, Marta West, Emily Portwood, Brian Fodness, and Virginia Tardaewether. Also present: Diedre Conkling

Adoption of agenda: **Action:** The agenda was approved as presented. Consent

Announcements from Board Members: No announcements

Review of past Minutes: [April 2018](#) Needed to correct Virginia's cell phone number (541) 272-1499. **Action:** Approved with the addition of the cell phone number. Consent

Financial Reports: April 2018: Just finished with the Budget Committee meeting so just touched on some highlights from the month. **Revenue:** We are going to come very close to the budgeted Tax Revenue for the year. The revenue in April was \$4,493. Previously Levied Taxes was \$2,123. We also have another large amount coming in May for State Forestry so the budget is in good shape. Total Revenue was \$8,368.

### District Librarian's Report and Correspondence

Report for April - May 2018:

1. We need a new wiki. We have been investigating some possibilities and may have found a site but don't have it set up yet. Just wanted the Board to know that the need to move off of the current wiki site is not being ignored. The move needs to be made before the end of September.
2. Oregon Library Association Conference: Jane and Diedre attended the conference, which was held in Eugene. One good program was on having a policy about firearms in libraries. It was helpful and their documents have now been posted. It is a difficult issue because the laws are complicated.
3. Diedre will work on the signs for the Seal Rock book drop and report back when that project is finished.

### Decision Items

- A. Next steps in getting a new District Librarian: 1. Questions for the application and for the interviews 2. [Information](#) about some of the places ads will be posted. We don't know how many applicants we will have. We may want to do a first interview by phone or Skype. The second interview would be in person. Board members are going to send in suggestions for questions for the June meeting. One thing that seems helpful is to have a few (3) questions

to be included on the application. We will have an application but applicants may also send in a resume. It is hard to guess how many applicants there will be. We will pay for the American Library Association job list. We will also send a notice to a number of schools.

Discussion Items

A. Report on activities at libraries in the county – nothing reported

Next Agenda: Budget approval, questions for applicants will be collected and 3 for the application process will be finalized

Next Board Meeting: Tuesday, June 12 at 12:00 p.m. The meeting will begin with the Budget Hearing.

Adjournment: The meeting was adjourned at 1:40 pm

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, June 12, 2018

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Budget Hearing: The meeting will begin with the Budget Hearing for the 2018/2019 Budget. The Budget Hearing began at 12 p.m. No public was present so the Hearing ended at 12:03 p.m.

Call meeting to order The Board Meeting was called to order at 12:03.m. by Chris Boyle.

Roll call of members and introductions (if needed): Chris Boyle, Marta West, Emily Portwood, and Virginia Tardaewether. Brian Fodness was unavailable for the meeting. Also present: Diedre Conkling

Adoption of agenda: **Action:** The agenda was approved as presented. Consent

### Announcements from Board Members

Review of past Minutes: [May 2018](#): **Action:** It was moved by Marta and seconded by Virginia that the minutes be approved as presented. Consent

Financial Reports: May 2018: **Revenue:** Tax Revenue was \$7,189, which means we will be very close to the amount budgeted at the end of the year. Previously Levied Taxes was \$ 4,340 which puts us over in this category by \$4,768. We received \$22,933 for State Forestry which puts us over the budget by \$55,469. **Total Revenue:** \$34,465.

**Expenditures:** Personnel: no changes with a total of \$29,039 spent. Postage: Spent \$247. We may go over the amount budgeted in June but we will be fine in the overall Materials and Services budget. Van Fuel: The van fuel of \$730 is for two months. We replaced the battery cable on the old van so now it is working well \$514. Supplies: Diedre is concerned about the life of the computer she is using and with a new person coming thought it would be good to have a replacement computer on hand. It was not an expensive computer. Purchased with the computer was the newest Microsoft Suite of programs for the computer. The license is good for 5 computers. Total in supplies was \$538. Legal Notices was \$38 for the budget committee meeting. OCLC payments are for two months. They changed their mailing address and one number was incorrectly entered in the new address so the checks were returned. That problem has been corrected. Total payments of \$11,191. The red in the Dolly Parton line is because we haven't received reimbursement from Toledo. The library reimbursement payments were sent out, \$138,627. Siletz: Personnel expenditures were the same: \$3,790. Programming paid for was for the U of O Museum of Natural History summer program. We had regular building expenditures. The Useful computers need some new connecting ports so those have been ordered, \$422. **Total Expenditures:** \$183,741.19

**Action:** Approval of the financial report was moved by Emily and seconded by Virginia. Unanimous approval.

### District Librarian's Report and Correspondence

[Report for May - June 2018:](#)

- A. Siletz Doors. Lincoln Glass is in the process of fixing the main door on the west. For some reason the part needed isn't coming in until Mid-July. When that part comes in we will also have them look at the meeting room door and find out what is needed.
- B. Computer Updates: The latest Microsoft upgrade has not gone well with the laptop computers but not the desktop computers. My computer had the worst problem and I took it in for repair. The other problems seem to get fixed with the following upgrade.
- C. Special Districts Association of Oregon (SDAO) Legislative Committee: I did help clarify for them the difference between the two library districts in Douglas County that were formed, one in Drain and a bit of the surrounding area, and the other in the Reedsport area. We've been talking with them to get them to join SDAO.
- D. Siletz Valley Friends of the Library (SVFOL): They will be doing a fundraiser during the Pow-wow parade in August at the library.

Public Comment: No public comment

#### Decision Items

- A. Approval of the 2018/2019 Budget - [LB-20](#), [LB-30](#), [LB-31](#), [Resolution 6-18](#): At the Budget Committee meeting it was suggested that the Travel and Training budget be increased. It would be easy to make a \$1,000 increase there and reduce the Contingency funds by \$1,000. **Action**: It was moved by Virginia and seconded by Emily to make this change. Unanimous approval. **Second action**: It was moved by Marta and seconded by Emily that [Resolution 6-18](#) (changed) be approved. Unanimous approval.
- B. Possible Board Calendar for [2018/2019](#) – to be approved **Action**: The 2018/2019 Board meeting calendar approval was moved by Emily and seconded by Marta. Unanimous approval
- C. Application Questions: Virginia suggested we use questions 21, 31, 40 as the essay questions on the application. For the phone questions at least 10 will be needed. With approval of the essay questions the job can then be advertised. Diedre will get out the advertisements after the Board meeting. **Action**: Questions were approved by consent.
- D. Interview Committee: 1. Have a search committee, 2. Makeup of the committee: One suggestion for the search committee: Perhaps have a screening/search committee of a couple of board members and a couple of library directors and a staff person. Since there would only be two Board members on the Search Committee it would not be a Board meeting, which seems like a better way to conduct the interviews. They could choose the questions to ask in the phone interviews. They could screen and even do initial phone/Skype interviews. Then they propose finalists to the Board and help plan the site visit and final interviews. There will be a meeting to choose questions and another to do the interviews. Diedre will do the advertising, set up search committee members and first meeting date, gather the applications for the search committee, help set up site visit, and do any clerical things needed by the Board and search committee. The site visit will help them know about the housing problems and the smallness of the community and will be the chance for the Board to meet the candidates. **Action**: Consent

#### Discussion Items

- A. Report on activities at libraries in the county: Toledo summer reading program is starting. They are going out to the schools to promote the program. The new children's person is very excited to be part of the library.

- B. Items for press release and ideas for articles by Board members: Virginia asked if the job announcement was going to the local press. It will not be going there but will go to some national and regional job sites and many discussion lists and Facebook pages. Virginia also asked about listing with the State Employment. It won't be because that is probably not the best way to find qualified librarian.

Set the next agenda: No suggestions

**Next Board Meeting:** Tuesday, August 14, 2018

Adjournment: The meeting was adjourned at 12:59 p.m.