

Minutes

Lincoln County Library District

Board Meeting

September 13, 2022

132 NE 15th Newport, OR and Zoom

12:00 p.m.

ATTENDANCE—BOARD

Chris Boyle

Virginia Tardaewether

Carla Clark

Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:17 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Virginia moved and Carla seconded approval of the Regular Board minutes of July 12, 2022. Passed unanimously.

BOARD MEMBER REPORTS

Carla reported that the Siletz Valley Friends of the Library had received a $1399 grant from the Confederated Tribes of the Siletz Charitable Fund for storytime supplies and equipment.

DIRECTOR’S REPORT

Included in the Board packet were two activities that were offered at the Siletz Public Library this summer.

MaryKay will be functioning as a counselor for the two Rotary of Newport exchange students. One from the Czech Republic and one from Germany.

MaryKay and Susan attended a SDAO Board training in Cottage Grove on August 16th.

MaryKay and Laura Kimberly, director of the Newport Public Library, made a presentation to the Rotary Club of Newport about Lincoln County Reads 2022.

Library Services Agreements have been sent to our partner and member libraries for review and signature. Deadline for signature is November 15, 2022.

MaryKay attended the Siletz City Council meeting on Monday night and discovered that they have moved the meetings to 5:30 instead of 7:00 and will be holding them twice a month on the second and fourth Mondays. They did review and sign the Library Services Agreement at the meeting.

MaryKay will be attending the SDAO summer conference and awards banquet on September 15th in Salem.

MaryKay will be on vacation October 5-12, 2022. The Board meeting will be held via zoom on October 11th.

The major event of Lincoln County Reads 2022, a presentation by author of *Mexican Gothic*, Silvia Moreno-Garcia will be held on October 16, 2022 via zoom. Registration is open and information is available on all the library websites.

MaryKay told the Board that the Rotary Club of Newport is asking members to host evening socials so that we can find out what we all do. She has been asked to do one at the District office in November and would like the Board to attend if they are able to share information about LCLD with our guests. We will provide light refreshments and the Board agreed that we could serve wine and beer but the District will only pay for the refreshments, not the wine and beer.

FINANCIAL REPORT

MaryKay noted that our finances were in good shape. Carla moved and Virginia seconded approval of the financial report. Passed unanimously.

OLD BUSINESS

**Building Purchase Update**

MaryKay met with Ron Cole in August to discuss the building purchase, including some specifics. Ron has offered the building for $410,000 with a $10,000 down payment and a 30 year contract at 6% interest. That would result in payments of about $2400 per month. We would use an escrow company to take the payments. There would be no lender fees, no points, and no appraisals. Current additional expenses are insurance at between $800 and $900 per year, landscaping at $1500-$2000 per year and nightly patrol for $50 per month. We currently pay all utilities so that would not increase. Ron will keep us posted about the timeline for sale.

NEW BUSINESS

**Policy Draft Reviews**

Included were a Circulation Policy draft, Patron Confidentiality Policy draft, Unattended Children Policy draft, and an Object Donation form draft. These will be discussed and approved at the next meeting to ensure adequate time for review.

**Bylaws Draft Review**

At the July 2022 meeting the Board decided to change the Treasurer position to a Vice-President position since there really isn’t a need for a treasurer. A draft with those changes was presented to the Board and will be discussed and approved at the next meeting to ensure adequate time for review.

**Employee Handbook Review and Approval**

This draft of the Employee Handbook has been presented to the Board on a number of occasions and needed approval. Virginia moved and Carla seconded approval of the Employee Handbook. It was unanimously approved and will be provided to all staff.

GOOD OF THE ORDER

Chris had asked MaryKay to bring up the timeline for her planned retirement so that the Board would be aware. She noted that she is planning to retire June 30, 2023. The Board has a short discussion about when to begin a recruitment process and timeline. MaryKay has agreed to bring a draft process to the December meeting for review by the Board. The Board agreed that it will be important to have some time for the new director and MaryKay to work together before MaryKay leaves and we need to determine what the costs will be for that and for the recruitment process itself.

NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday November , 2022 at noon at the LCLD office and on zoom.

ADJOURNMENT

Meeting adjourned at 1:20 p.m.