

Minutes

Lincoln County Library District

Board Meeting

March 14, 2023

12:00 p.m.

132 NE 15th Newport & Zoom

ATTENDANCE—BOARD

Chris Boyle

Virginia Tardaewether

Carla Clark

Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

GUEST

Teri Dresler

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:10 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Carla noted that her name should not be included in the list of those Board members filing for re-election. MaryKay will correct in final version. Virginia moved and Carla seconded approval as amended. Unanimous approval.

BOARD MEMBER REPORTS

Carla invited the Board members to the special event at the Siletz Library to celebrate a large grant that SVFOL has been awarded. It will be held on Thursday March 16, 2023 at 4:00.

DIRECTOR’S REPORT

**General**

Jane Cothron will be retiring at the end of March after serving as the cataloging librarian for LCLD since 1999. MaryKay would like to have a small party for her on her last day of work. Chris suggested a proclamation naming March 31, 2023 as Jane Cothron day. MaryKay will also post a card that everyone can sign online. Virginia moved and Carla seconded approving a proclamation.

**Building**

**Siletz**

At the City Council meeting, Mayor Worman had a proclamation read for “Love Your Library Month in Siletz”

The meeting room is getting more use now.

A Toledo florist set up in front of the library (with permission) and is donating 15% of their Valentine’s Day sales to SVFOL.

Story time is averaging over 20 attendees the week.

On February 11th, the library participated in “Take Your Child to the Library Day” and it was successful.

**Meetings/Events**

MaryKay attended EDI Cohort: Libraries Leading with Equity, 1st session was February 27, 2023, from 9:00 to 3:00 at the Tillamook Public Library.

**Upcoming**

EDI Cohort: Libraries Leading with Equity, 2nd session will be held March 22, 2023 from 9:00 to 1:00 on Zoom.

SDAO Board meeting in Sisters, Wednesday and Thursday, April 5th and 6th.

FINANCIAL REPORT

We are on track. Carla moved and Virginia seconded acceptance of the financial report. Unanimous approval.

OLD BUSINESS

**Director Recruitment Contract**

MaryKay contacted SDAO consulting services about a contract to assist with the District Director hiring process. Teri Dresler, Senior Consultant, will be assisting us if we sign the contract. Virginia asked about the application process, Teri responded that they would handle posting job advertisements, finalize position description and job announcement. SDAO office will receive the application materials to assure confidentiality and present applicants to Board members. Board will decide who to interview. SDAO has a contract for criminal background checks so they will facilitate that. Teri will either guide Board through reference checks or will do them herself. Board decides who to hire and Teri will guide through that process. Chris mentioned the advantage of having their legal and HR expertise to guide us. Virginia moved and Carla seconded approval of the SDAO Consulting Services Agreement.

**Director Recruitment**

There was a discussion about the challenges in recruiting for a position in Lincoln County, including housing, and weather.

Teri noted that the recruitment process usually takes 3 months from job posting to hiring.

Position needs to be advertised for at least 4 weeks. A key piece of the recruitment is where we advertise. Board needs to agree on position description and timeline. If the process is adopted in a Board meeting then interviews can be conducted in executive session. MaryKay provided salary options based on like sized and located libraries. She also noted that the Board would need to include salary and benefits information. Compensation package can be negotiated after an offer is made. What does the Board want for application package? Application, cover letter, and resume for the first round. Possible supplemental questions after. The Board agreed to hold a work session on Friday March 17, 2023 at 2:00 p.m. to finalize the position description and job posting.

NEW BUSINESS

**2023-2025 Budget Calendar and Budget Committee**

MaryKay is still working on recruiting budget committee members.

Carla moved and Virginia seconded approving the budget calendar. Unanimous approval.

GOOD OF THE ORDER

NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday June 13th at noon at the LCLD office and on zoom.

ADJOURNMENT

Meeting adjourned at 1:20 p.m.