

**Minutes
Lincoln County Library District
Board of Directors Meeting
January 8, 2019
12:00 p.m.
Walport Public Library
Waldport, OR**

ATTENDANCE – BOARD

Brian Fodness - President, LCLD Board
Emily Portwood—via conference call, LCLD Board member
Virginia Tardaewether—LCLD Board member
Marta West—LCLD Board member
Chris Boyle—LCLD Board member

ATTENDANCE – STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – VISITORS

Sue Bennet—Director of Waldport Public Library
Harry Dennis—Waldport City Council
Shirley Hanes—Waldport Library Board
Jed Hanson—Waldport Library Board

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Four members were present, quorum was established.

APPROVAL OF THE AGENDA

There were no changes or additions made to the posted agenda.

PUBLIC COMMENT

City of Waldport Library Board member welcomed the board to the WPL. Happy for the rotation of meetings to partner libraries.

MINUTES

Chris Boyle moved to approve the December 11, 2018 minutes as presented. Marta West seconded the motion. Passed

CALENDAR UPDATE

February 7th-10th—SDAO Conference in Sun River—Brian and MaryKay will attend

February 12th is the OLA Legislative Day

January 18th is the Special Districts Association Legislative Day

Budget Committee: Shirley Hanes, Barbara Smith-Huggins, Jan Hansen, Ron Cornelius, Rebecca, Terrell—MaryKay will check to see if they are interested in continuing as Budget Committee members.

Three open board positions open in May 2019—Brian Fodness, Chris Boyle, Virginia Tardaewether's terms expire this year—asking for recommendations of others who would like to be candidates.

Virginia Tardaewether arrived, 12:10pm.

CORRESPONDENCE

None

DISTRICT LIBRARIAN REPORT

Siletz Library:

- Starting January 8th, 2019, the Siletz Library will be open an extra 4hrs/week—this has been well-publicized

Director

- MaryKay participated in the very thorough process of hiring a new director for the Newport Public Library
- MaryKay will attend the opening of Roseburg Public Library on 1/10/2019

Bookkeeper/Accountant:

- A lot has been happening financially this past month. Document discovery is happening and the accountant is confident. The bookkeeper will pay invoices, scanned by the Director. Financial workflows will be streamlined.

Opportunities for Board Members:

- OLA Library Legislative Day will be February 12, 2019 in Salem. OLA will provide talking points about important topics for libraries in Oregon. Board members are encouraged to go.

Scheduling 6 month Review

- The District Librarian's 6 month review will be postponed from the end of February 2019 to March 2019
- Brian invites the Board to submit comments to him for compilation and summary.

FINANCIAL REPORT

- Request for proposal for audit services has been published. Results have been positive. 6 or 7 auditors have expressed interest. The proposal review process will be discussed in old business.
- The District is contracting with ADP, a payroll company, to handle LCLD's payroll. These services will be in place for the next pay period. They will handle future tax forms and W2s.

- The first half of the participation library distributions have been distributed, the remaining funds will be distributed over the next 6 months.
- The District has received a \$2,500 grant for general support from the Oneida Fund of The Oregon Community Foundation. It does not require a report. Further investigation of its provenance and intent will happen before the funds are distributed by the Board.

Inconsistencies in Retirement Contributions

- The District has agreed to pay the difference between the cost of a single insurance plan and family insurance plan for staff who are eligible for health and retirement benefits. This difference is reimbursed through a contribution to the retirement plan. This difference is equivalent to the inconsistency we have been discussing.

OLD BUSINESS:

AUDIT

- Audit proposals are due on 1/21/2019. The Director will compile these and they will be reviewed by individually by the selection committee. Between Jan 30th and Feb. 4th there will be a meeting of the selection committee to make a recommendation to bring to board. Director will then work with the firm to develop a contract.
- Virginia moves to adopt this proposed schedule for contracting audit services. Seconded by Chris. Motion passes.

POLICIES

- Director has provided the Board with current policies that have been adopted by the board. Personnel policies were adopted by the board 1/07/2017. Director has also provided a sample financial management policy and various other policies. Director recommends that the Board agree to look at sample procedures and revise current policies for the District.
- Reformatting and substantive change proposals on board bylaws, ethics law policy, and personnel policies will be given to the District via hardcopy by February 12th, 2019. Director will incorporate changes and provide updated document to Board members by February 26, 2019.

GOOD OF THE ORDER

None

NEXT DISTRICT BOARD SPECIAL MEETING:

The next meeting will be February 5th, 2019—remotely at 12:00 p.m. to discuss the audit services proposal recommendation.

NEXT DISTRICT BOARD MEETING:

The next meeting will be March 12th, 2019 at 12:00 p.m. at Toledo Public Library

ADJOURN

Meeting was adjourned at 1:07

Respectfully submitted by Lillian Curanzy