Minutes

Lincoln County Library District

Board Meeting

December 8, 2020

12:00 p.m.

Online

ATTENDANCE—BOARD

Chris Boyle

Brian Fodness

Emily Portwood-ABSENT

Virginia Tardaewether

Marta West

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President, Brian Fodness, called the meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There was none.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the Regular Board minutes of November 10, 2020. Passed unanimously.

BOARD REPORTS

Concern was expressed for not having heard from Emily Portwood for several months.

DIRECTOR’S REPORT

Back to doing curbside in Siletz and our partner libraries due to the elevation in risk of Covid-19 infection. Toledo Public Library has been providing a service called Book Bundles, library staff collect a variety of materials for patrons who request it.

Urban Growth Boundary change included in packet. Just for awareness in case there are annexations that will reduce our tax receipts.

Board approved LCLD being fiscal agent for Waldport Public Library’s CARES Act Grant and they have new video equipment.

MaryKay Dahlgreen thanked the Board again for continuing to pay salaries during the pandemic.

The Grinch (aka MaryKay) will return to the Waldport Public Library online this year and will also appear in a Zoom meeting with Shangri La clients.

FINANCIAL REPORT

We are on track with our revenue and expenditures. We received the majority of our 2020-2021 tax receipts in November. A comparison with last year’s tax receipts and the 2020-2021 Adopted Budget shows that we are on track to receive expected tax receipts. Need to look at OCLC payments, they seem higher than was budgeted. Chris moved and Virginia seconded acceptance of the financial report. Passed unanimously.

OLD BUSINESS

Intergovernmental Agreements between Cities and LCLD

Thanks to Marta for creating a new draft. There was a discussion of including the payment schedule in the IGA and it was agreed to keep it in the draft. Change distribution date to December 31st to allow for Board approval at the December meeting. Changed effective date to July 1, 2021 so it is aligned with our fiscal year. We will make it available to the cities in January for review and signature. It will be sent to Wayne Belmont, Lincoln County; SDAO; and legal counsel recommended by library district colleagues for review. MaryKay and Brian will create a cover letter for sending with the IGA to the city managers that outlines how we plan to move forward with the IGA. We need to be sure to calendar the timeline so that it can be reviewed by the Board each year. There was discussion where to include the requirement that funds won’t be distributed if the IGA is not signed. Marta will make corrections and additions discussed then MaryKay will send to legal counsel for review so we can put in the hands of city managers in early January. It was also suggested that we put something in that makes it clear that this superscedes any previous signed agreement. We also need a provision that requires the funds to be separated from the municipalities general fund. Marta will provide an updated draft and MaryKay will send to legal counsel. In January the IGA will be provided to the cities for signature. Chris moved that MaryKay take the updated draft of the IGA to Wayne Belmont, SDAO and private legal counsel and share with library directors (not for distribution). Marta seconded. Passed unanimously.

Human Resources Document Review

Included in the packet is a performance management plan, evaluation and self-evaluation forms, and best practices for self-review. MaryKay suggested evaluating her with this process.

Board wants to set realistic goals. MaryKay will do a self-assessment based on progress towards goals outlined in the October Board Meeting Director’s Report to Board by early January. Then the Board will receive completed self-assessment, form for supervisor evaluation, and updated progress towards goals and make notes for discussion at the February meeting. After the February meeting Brian will complete the written evaluation based on the discussion at the February meeting.

Progress on Strategic Plan

MaryKay talked with Darci Hanning from the State Library about goals and objectives around the focus areas. They will continue to discuss and MaryKay will provide a draft of goals and objectives for the January meeting and will present final plan at the February Board meeting.

NEW BUSINESS

Tax Distribution to Partner Libraries

Included in the Board Packet is the worksheet for distribution of the 2020-2021 tax receipts to partner libraries. The statistics are based on data from 2018-2019 so don’t reflect the pandemic statistics. There was a discussion about waiting on the new IGA until we have a new reimbursement formula. There was also a discussion about changing the formula in the next year from circulation/expenditures to service area. Virginia moved and Marta seconded approval of the 2020-2021 tax distribution to partner libraries. The December distribution will be delivered the week of December 21, 2020.

GOOD OF THE ORDER

MaryKay requested that the January 12, 2021 Board meeting be moved to January 19, 2021. Board agreed.

NEXT DISTRICT BOARD MEETING

Tuesday January 19, 2021 at noon at the District Office, 141 NW 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.