

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, September 20, 2016

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

**Call meeting to order:** The meeting was called to order at 1:02 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): Board members present: John O'Brien, Chris Boyle, and Virginia Tardaewether. Others present: Diedre Conkling

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

**Announcements from Board Members:** John and Virginia not at the October 11 meeting.

**Review of past Minutes:** June 2016: **Action:** It was moved by Chris and seconded by Virginia that the minutes be approved as presented. Unanimous approval

### **Financial Reports:**

**June 2016 Financial Report:** This report is the end of the 2015/2016 Fiscal Year Report

Revenue: The tax revenue was \$32,401.69 and the amount of previously levied taxes received was \$2,796.62. We received \$1,953.57 in payments for the Chinook Library Network. **Total**

**Revenue:** \$37,550.13 which is \$40,926.82 more than was in the budget.

Expenditures: Under the Personnel Services expenditures for both Jane and Diedre look like they are over budget. Diedre put into QuickBooks the salaries approved by the Board. Some of this probably is because the end of June paychecks often overlap fiscal years but this needs further investigation. Materials and Services As has been said all along we did go over in the Computer Network expenditures because we paid for 5 years of the Mango Languages data base this year. The libraries are paying us back for this expenditure. This did not put us over budget in Materials and Services. There were some travel expenditures for travel to the American Library Association 2016 Conference in Orlando, \$915.58. We came very close to the budgeted amount for the year for OCLC. We had \$414.59 left. The Library District paid for one summer performer for the summer reading program in June. The final reimbursement payments for the year were sent out but according to this report we shorted the Waldport Library by \$.02. Diedre will relook at this and will give Waldport \$.02 more this year if that really did happen. Siletz: A check was sent for the Toledo Oregonian subscription in June. This paid for an invoice that they should have sent in January but didn't. They just sent us another invoice for a year's subscription when they should not have sent one until January 2017. Diedre will contact them about this. We went over budget in the Siletz Library Building Expenditures mostly because of spending more than expected for repairs on the heating system, changing light fixtures, and restriping the parking lot. However, we did not go over their total amount for expenditures. **Total Expenditures:** \$120,785.68.

**Action:** Approval of the June report with more information to be shared at a later meeting about the Personnel Salaries. Moved by Chris, Seconded by Virginia. Unanimous approval

### **July and August 2016 Reports:**

Revenue: The amount of Previously Levied Taxes received in July was \$10,724.41 and in August was \$6,009.72. The Carry-over from fiscal year 2015/2016 was \$207,275.97. This is more than the amount budgeted. The Carry-over for Siletz was \$7,840.42, or \$859.58 less than budgeted, however, we haven't received a payment from the City of Siletz which should have been around \$1,000. We received State Forestry money in August, \$1,818.02. **Total**

**Revenue:** July = \$225,854.22, August = \$7,837.55. Expenditures: In July the big

expenditures, beyond personnel were for Library2Go, \$3,875.09, and the Orbis courier for LCLD, \$5,926, and for TBCC, \$3,578. In July we paid \$1,500 for a summer reading program performer and we paid \$1,859 for a performer in August. There were no large or unusual expenditures in August. Siletz: They did pay for some of the summer reading programs, \$1025.00 for July and August. We try not to spend a lot during the first few months of the fiscal year so there are no more major or unusual expenditures for LCLD or Siletz. **Total Expenditures:** July = \$47,402.86, August = \$31,025.02.

**Action:** Approval of the July and August reports was moved by Chris, and seconded by Virginia. Unanimous approval

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

A. Report for June - September 2016

#### **Correspondence**

Most of the report is in the written comments. At the Siletz Valley Friends of the Library meeting someone did say that a place has been selected for an office for the new Law Enforcement Control District in Siletz for the two officers from the Sheriff's Department to use. This will really benefit the Siletz Library.

On the SDAO Conference Committee we were finalizing the breakout sessions for the 2017 Conference as well as opening and closing speakers and entertainment for Saturday evening.

**Public Comment:** No public present

#### **Decision Items**

- A. **Election of officers:** **Action:** It was moved by Chris and seconded by Virginia that John be elected as President and Virginia elected as Treasurer. Unanimous approval.
- B. **Rules for Use of the Library Policy:** In the District Librarian's report was included a copy of the Rules for Use of the Library Policy. The Board felt that it would be a good thing to show the Siletz community that they had reviewed this policy and re-approved it. **Action:** It was moved to re-approve by Chris and seconded by Virginia. Unanimously approved
- C. **Materials Selection Policy and Reconsideration of Library Resources form:** Diedre likes to have very short and clear policies and so rewrote the Materials Selection Policy. The reconsideration form comes from the American Library Association. **Action:** Acceptance of the revised policy and form was moved by Chris and Seconded by Virginia. Unanimous approval.

#### **Discussion Items**

- A. Ready to Read Grant for 2017: There really isn't much to discuss about the grant. This is just being shared with the Board so that the Board is aware of the application.

**Set the next agenda:** No comments

**Next Board Meeting:** The next meeting is set for Tuesday, October 11, 2016 but John will not be able to attend. Virginia realized that she will be in Florida but can attend the meetings by phone or Skype. It was decided that Diedre would send out a note to the Board to find out people are available for possibly resetting the meeting day.

**Adjournment:** The meeting was adjourned at 1:50 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, October 11, 2016

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

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

**Roll call of members and introductions** (if needed): Board Members Present: Chris Boyle, Shirley Hanes, and, Virginia Tardaewether (on phone). Others present: Diedre Conkling

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

**Announcements from Board Members**: No announcements

**Review of past Minutes**: September 2016 **Action**: Moved for approval by Shirley and Seconded by Virginia Consent.

**Financial Reports**: September 2016: **Revenue**: Previously Levied Taxes came to \$8,377.72. The payment for the Law Library came in, \$11,044.41. Payments for the Chinook Library Network came to \$8,888.65. The \$200 under Siletz was a contribution from the City of Siletz to the summer reading program to the Siletz Valley Friends of the Library (SVFOL). The SVFOL then sent us a check for the full \$200. We have not received a check from the City of Siletz for 2015/2016. They are sending another check. **Total Revenue**: \$28,603.66

**Expenditures**: The Personnel expenditures are all the same as usual. We did pay \$674 for the yearly copier maintenance and \$284 for the copier lease. The van fuel of \$581.38 was for two months. We paid \$484 for ALA Midwinter Meeting registration for Jane and Diedre. We save money by doing the earliest possible registration. The meeting will be in Atlanta in January. We paid \$5,159.83 to OCLC for all of the libraries. Looking at the Siletz report the personnel expenditures are basically the same though they do vary a bit from month to month depending on how many hours staff works, \$5,346.66. In trying to catch up a bit on additions to the collection \$1,123 was spent. The \$23 for programing was reimbursement to Carol for the end of the Summer Reading Program event. The quarterly payment for the alarm system was made, \$78. All other utilities were about the same as usual. Siletz total expenditures were \$7,106.46, which is more than they had available so the payments from the Library District were started. **Total Expenditures**: \$46,517.16

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

**District Librarian's Report and Correspondence**: Report for September - October 2016, part 1 and part 2:

- A. Oregon Public Library Directors Meeting: The meeting was good as usual and there will probably be another one the end of February to encourage the library directors to participate in OLA Legislative Day on March 1.
- B. Did a lot of work on updating the Personnel Policy. SDAO provides a very good sample but we have to individualize it for our district and for a smaller district. There is still work to do like adding a table of contents and some of the forms used. The SDAO version is hard to reference people to sections so the formatting needs to be redone as well.

- C. *The part 2 of the report is about the salary report for Diedre and Jane. It turns out that the amount over really was because of the pay periods that overlap with the end of the fiscal year, but don't overlap in the calendar year. Attached are copies of time sheets to show you what the time sheets are like. The increase in salaries for the fiscal year really did not occur until after the end of the fiscal year pay period.*

**Public Comment:** *No public*

**Decision Items:**

- A. *Whistleblower Policy: Will discuss at the November meeting. A policy needs to be in place by January 1, 2017. The SDAO policy lists a Human Resources director, which we don't have so revisions needed to be made. If there is a problem with the District Librarian the Board President was inserted instead of a Human Resources director. The Board President should then consult the Board and/or an attorney.*
- B. *Personnel Policy: (Main body is completed. Table of Contents is not completed. Additional options not yet included.) There turned out to be a whole section of the work done on the policy that didn't save correctly and needs to be redone. The travel section needed to be changed and updated for meal per diems. There is also an increase if staff is returning receipts. There is an employee expense report form that will eventually be attached. The vacation times were taken from 4 decimal places to 2 decimal places. SDAO did not include maternity leave but we need to change the heading for the section. Tried to take all gender language out so it applies to all parents. We don't fall under federal family leave so didn't use the term family leave in the policy so as not to confuse. The Veterans information was added because this is all new law. The victims of harassment laws are also new and so we have added that information to the policy. The policy will be looked at more next month.*

**Discussion Items:**

- A. *Report on activities at libraries in the county:  
Waldport – baby and preschool story times as always, Wed. Oct. 26 will have a teen scream night (Haunted Library). The Waldport Library is talking about being open on Veteran's Day with special programming to respect and honor veterans. A book club is starting on Monday nights. They are also looking at having an adult coloring night. A genealogy person is coming in to help people with database.*
- B. *South Beach Annexation: We don't have more information at this time. It will not be happening this fiscal year.*
- C. *Items for press release and ideas for articles by Board members: Need to do more database press releases.*

**Professional Development:** *No additional items*

**Set the next agenda:** *Will discuss the Whistleblower and Personnel Policies*

**Next Board Meeting:** *Tuesday, November 8, 2016*

**Adjournment:** *The meeting was adjourned at 1:53 p.m.*

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, November 8, 2016

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

**Call meeting to order**: The meeting was called to order by John O'Brien at 1:03 p.m.

**Roll call of members and introductions** (if needed): Board Members present: John O'Brien, Chris Boyle, Virginia Tardaewether, and Shirley Hanes. Others present: Diedre Conkling

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

**Announcements from Board Members**: None

**Review of past Minutes**: October 2016: **Action**: Approved as presented. Consent

**Financial Reports**: October 2016: **Revenue**: \$5,190.88 in Previously Levied Taxes was received. \$2,139 came in for Chinook Library Network payments. \$1,000 was received from the City of Siletz for the last fiscal year, 2015/2016. There was also \$151.75 collected at Siletz during the last couple of months for photocopies and the printer attached to the computers and other fees. **Total Revenue**: \$8,485.49

**Expenditures**: Personnel expenditures were the same as usual: \$22,057.18. The copier cost a little more this month, \$321.25, because we could not get one of the computers reconnected with the printer after the latest Windows 10 upgrade so asked National Photocopy for some help. Under supplies is a \$565 payment to Intuit. Wells Fargo is the copier lease. This is for payroll services, something we really need and use. **Siletz**: Needs to have some funds from the Library District at this time of year because they don't have enough in carry-over funds to last until December, when the library reimbursement funds begin being paid to the other libraries. **Total Expenditures**: **\$28,911.19**.

### District Librarian's Report and Correspondence

- A. Report for October – November 2016: Most of the information is in the written report.
  1. Bike Locks: The Board was not enthusiastic about the Siletz Library providing bike locks but we do now have 3 inexpensive locks which people may use. We thought this might be some bit of a positive reaction to a bike that was taken. There will be signs on the bike racks directing people to ask the library staff for the bike locks.
  2. Joann Ransom and New Zealand Library: The Board thought the whole community center approach they used was excellent for small libraries, like the movie programs now being held at the Siletz Library. Having an adult color club at the library would be another way to get more adults into the Siletz Library.
- B. IconiPro Cellular Communicator: The security system company used by Siletz gave us information about setting up the communicator to the library's internet service. The idea is to cut down on the false alarms at the library when the phone service flickers off for a few seconds at the library. It would eliminate the need for two phone lines but with the instillation of the communicator and the monthly service charge for it there doesn't seem to be much of a cost savings. This doesn't really do anything but add a few seconds of

noise at the library but doesn't trigger the alarm company. Staff all know how to quickly reset the alarm. Also the Internet is not any more stable than the phone service in Siletz so this really might not solve the problem. We are not going to make this change at this time.

**Public Comment:** No public present

**Decision Items:**

- A. Whistleblower Policy: The policy was distributed last meeting. A rough draft from the Special Districts Association was used but a human resources person was eliminated from the policy. In one spot communication with the Board President was included for times when the problem is with the District Librarian. The Board President would then consult with an attorney or the rest of the Board. **Action:** Approval of the policy was moved by Chris and seconded by John. Unanimous approval
- B. Personnel Policy: (Main body is completed. Table of Contents is not completed. Additional options not yet included.): Some sections of the policy have not yet been updated. Some of the revisions that Diedre made for some reason didn't get saved properly. We talked about changing 8.14. The SDAO sample didn't have a Maternity Leave section but we want something. We do want to change the title of the section and will change it to Parental Leave. Most of the Personnel Policy has been in effect for many years. One area of change because of changes in state laws and the SDAO emphasis on returning people to work after an illness or an accident has resulted in some changes in the return to work section on page 19. The Veterans section (page 15) and the Workplace Violence section also needed to be updated because of changes in State laws. Will finalize next Board meeting

**Discussion Items:**

- A. State Library Report: The report shows information from 2014/15 and 2015/16. There aren't many changes. Overdrive/Library2Go did make some changes and cut some types of items so those numbers are lower. Overall, the circulation statistics are for the Siletz Library and the usage is up a little from last year.
- B. Report on activities at libraries in the county:  
Waldport: The Waldport Lego Club is meeting every Friday. Family fun night they are decorating food boxes to give away. The Oregon Bird man is doing a school program. The funds for him are coming from the LCLD Summer Reading Program funds because one of the summer performers was unable to perform in Waldport this last summer. There will be a volunteer party.

**Professional Development:** Working on policies.

**Set the next agenda:** No suggestions but work will continue on updating policies.

**Next Board Meeting:** The next meeting will be on Tuesday, December 13, 2016 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 2:02 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, December 13, 2016

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

**Call meeting to order**: The meeting was called to order at 1:00 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): Board members present: Virginia Tardaewether, John O'Brien, Chris Boyle, Shirley Hanes Others present: Diedre Conkling

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

**Announcements from Board Members**: Chris will be out of town for the January Board meeting. John will miss February's meeting.

**Review of past Minutes**: November 2016 **Action**: The minutes were approved as presented Acceptance moved by Virginia and seconded by Chris.

**Financial Reports**: November 2016 **Revenue**: The Tax Revenue for 2016/2017 really started coming in, \$956,690. Previously Levied Taxes were \$4,084. Siletz had some miscellaneous funds for printing and the copier use, \$35.35. **Total Revenue**: \$960,813.01

**Expenditures**: Personnel expenditures were the usual monthly expenditures. Mileage of \$208.44 was mostly for Jane traveling to an Oregon Library Association (OLA) meeting. Membership fees were for American Library Association (ALA) membership for Jane and Diedre, \$537. Plane tickets for Jane and Diedre to attend the ALA Midwinter Meeting in Atlanta came to \$515.66. Last summer one of the Summer Reading Program performers canceled their performance in Waldport so \$425 went to Waldport to support another performer, the Bird Man, this last month. Siletz: \$510 was for movie licensing with the two different companies that do this performance licensing. We paid \$205 for the yearly alarm system maintenance. \$292 was for some maintenance of the heating and cooling system by Groth Gate.

**Action**: It was moved by Virginia and seconded by Shirley to accept the financial report as presented. Unanimous approval

### District Librarian's Report and Correspondence

- A. Report for November - December 2016 (Most of the report is found at this link)
1. Siletz Outside Lights: The outside lights on the south side of the building haven't been replaced yet but should be very soon. Most of the lights have been there since the building was built, so they have lasted more than 10 years.
  2. Special Districts Conference in Portland – we need to send in registration by January 26 so please let Diedre know if you want to go.
  3. Special Districts Association of Oregon and the Special Districts Insurance Trust had their twice a year retreat. This meeting was where we worked on the next 5 years plan.
  4. ByWater Solutions: We received a thank you note from Brendan Gallagher, ByWater Solutions CEO, for hosting the event with Joann Ransom.

**Public Comment**: No public present

## Decision Items

- A. **Personnel Policy:** (Main body is completed. Table of Contents is not completed. Additional options not yet included.): The policy itself is completed. Suggestions for changes from the November meeting have been added. Is there any employee recourse if they don't agree with an evaluation? (page 33, #3) Further in the policy there is lots of detail about employee recourse. Add comment about signing the evaluation to say that they have received the evaluation. The Board does not want to approve until the table of contents is added. The content of the policy is completed.
- B. **Library Reports:** [Driftwood 1](#), [Driftwood 2](#), [Newport 1](#), [Newport 2](#), [Toledo 1](#), [Toledo 2](#), [Waldport 1](#), [Waldport 2](#): Each library director seems to do the reports a bit differently, which works out fine for us. Since we always post the reports the other directors can see how others are doing their reports. The reports include the libraries' statistical reports to the State Library. What we need most for reimbursement funds is the information about the operating expenditures and circulation to LCLD patrons. The Driftwood and Newport Library Directors do include the LCLD circulation statistics in their report and the circulation information for Waldport and Toledo are in the year end statistics from the Chinook Library Network. Circulation really isn't the best statistic to use for measuring library usage but it is the most solid statistic. Our library systems gather the circulation information.

## Discussion Items

- A. **Report on activities at libraries in the county**  
Waldport Library had their annual volunteer party. They did not have a Board meeting this month.
- B. **Items for press release** and ideas for articles by Board members: No ideas were expressed

**Set the next agenda:** The next agenda will probably include another policy to be updated.

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

**Adjournment:** The meeting was adjourned at 1:47 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Wednesday, January 11, 2017

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

**Call meeting to order**: The meeting was called to order at 10:55 a.m. by John O'Brien

**Roll call of members and introductions** (if needed): Virginia Tardaewether, John O'Brien, Shirley Hanes Others present: Diedre Conkling

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

**Announcements from Board Members**: John won't be at the Feb. 14 or April 11 meetings. It was decided to cancel February meeting, Virginia available by phone for the March 14 meeting

**Review of past Minutes**: December 2016 **Action**: Minutes were approved as presented. Consent

**Financial Reports**: December 2016: **Revenue**: Tax Revenue for December 2016 was \$118,864. Previously Levied Taxes Revenue was \$9,162.60. We also received \$1,997 in payments for the Chinook Library Network, a \$2,000 donation, the Ready to Read Grant of \$3,874, and a State Forestry payment of \$10,163. **Total Revenue: \$146,068.99**

**Expenditures**: The Personnel Services payments were all the regular payments. General Office Expenses included the copier lease of \$386, mileage of \$142, postage of \$205, and utilities of \$203. Van fuel was \$223.90 and van maintenance was \$459. The regular OCLC payments came to \$3,871. The first reimbursement payments were made to the public libraries. This was half of the amount due to the libraries: \$401,242. Siletz received the amount that equals half of their library development funds, after the amounts already transferred to Siletz, \$15,196. The total Personnel Expenditures for Siletz were \$3,427. Total Materials and Services came to \$1,285. A question was asked about the line for Consolidate Plastic. No funds have been expended there yet this year. Last year an entry rug was purchased for the meeting room. These are very good, non-slip, easy to clean rugs. **Total Expenditures: \$433,905**

**Action**: The Financial Report was approved as presented. Unanimous approval

### District Librarian's Report and Correspondence

A. Report for December 2016 – January 2017 – all of the information shared is in the report.

**Public Comment**: No public present

### Decision Items

- A. **Personnel Policy (in 5 parts)**: 1. Table of Contents, 2. Policy and Procedures, 3. Appendix, 4. Employee Expense Report, 5. District Librarian's Expense Report The Personnel Policy has been rewritten and put in final format. It was reviewed at previous Board meetings. **Action**: It was moved by Virginia and seconded by Shirley that the policy be approved as presented. Unanimous approval
- B. **Library Reimbursement for 2017-2018** – The Board reviewed the suggested reimbursement for the public libraries in 2017/2018 and saw no issues at the moment. The reimbursement amounts will be approved with the approval of the 2017/2018 budget.

- C. **Budget Committee Members** – need to appoint one member? Think about one person to add to the Budget Committee. Approval of a new member will occur at the March meeting.

**Discussion Items**

- A. **Report on activities at libraries in the county:**
  - Waldport – started some additional activities. They have a new coloring group. Last Thursday of the month is a craft group. A new book club has been started. They are considering doing some computer classes and financial planning classes in the future.
  - Toledo has started really using their Facebook page.
  - Siletz – The Siletz Library birthday party and fundraiser booksale will be held in February.
- B. Items for press release and ideas for articles by Board members – no suggestions

**Professional Development:** Information about the SDAO Conference to be held in February was shared.

**Set the next agenda:** Select a member for the Budget Committee

**Next Board Meeting:** The next Board Meeting will be on Tuesday, March 14, 2017. The February meeting has been cancelled.

**Adjournment:** The meeting was adjourned at 11:25 a.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Monday, March 13, 2017

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

**Call meeting to order**: The meeting was called to order at 1:00 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): John O'Brien, Chris Boyle, Virginia Tardaewether, and Shirley Hanes. Others present: Diedre Conkling and Terrell Aldredge.

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

**Announcements from Board Members**: John might not be able to attend the April meeting.

**Review of past Minutes**: January 10, 2017: The minutes were not ready for this meeting.

**Financial Reports**: January & February 2017: Concentrated on the February Report with some information from the January report: **Revenue: Total January Revenue: \$16,242. February: Tax Revenue: \$7,096. Previously Levied Taxes: \$1,684. State Forestry: \$2,091. Total February Revenue: \$10,874.50.**

**Expenditures**: Personnel Expenditures for both months were regular expenditures. General Office Expenditures for February included Mileage of \$361 because of mileage to the SDAO conference and some for the ALA Conference. Postage was \$144. Utilities came to \$277. Oregon Library Association membership fees are being paid for staff and the Board: \$230. Registration is for Diedre and Jane to attend the American Library Association 2017 Conference. We make do the early bird registration to save a little money: \$480. The insurance for the library district, including crime insurance and van insurance, came to \$4,934. We saved about 10% having completed the best practices reports. OCLC for February was \$4,822. We purchased items for the summer reading program, \$674. The regular monthly reimbursement payments have been made to the public libraries, \$54,453. Siletz: The Chinook Library Network membership and database payment was made in January, \$5,645.55. Also in January \$1,695 was paid for all of the electrical work done. **Total January Expenditures: \$100,510.43. Total February Expenditures: \$94,939.43.**

**Action**: Acceptance of the financial reports was moved by Virginia and seconded by Shirley. Unanimous approval.

### District Librarian's Report and Correspondence

#### A. Report for January - March 2017

Most information is in the written report linked above.

1. There is a tab in the document for information about the American Library Association (ALA) 2017 Midwinter Meeting.
2. Siletz Birthday Party: They raised quite a bit of money. They raised enough money to purchase new chairs for the meeting room. The Grange Hall and the VFW are all interested in getting the old chairs
3. Siletz water heater: The Siletz Valley Friends of the Library paid for a new hot water heater for the library. The new water heater is now in place.
4. The setup on the Siletz firewall was completed and the people at CoastCom can now manage the firewall without having to drive out to Siletz.
5. Special Districts Association (SDAO) Conference: One item picked up there was a loss prevention toolkit for things like the van. I also brought back a poster with

- exercises people sitting at the desk all day can use. All of the documents from the conference are available through a link in my report.
6. SDAO created a calendar with trainings for the year as a ready reference for all of us. Board members may attend any of the trainings. The Board training is being held in August in Newport.
  7. Budget Training Workshop presented by the Oregon Department of Revenue at OCCC.
  8. Legislation Committees: SDAO and OLA: There is extensive information in the written report.
  9. Oregon Library Association Conference (OLA) – Registration is now open so let Diedre know if you would like to attend.

**Public Comment:** No Comments

#### **Decision Items**

- A. **Zone 1 Board Position:** May have someone interested in this position. Could be appointed for the rest of the year and then be elected to office in the May election to begin term on July 1, 2017. Terrell Aldredge is interested in the position. Most of the participation is just at the Board meetings, though a special project may come up now and then. Every five years the Board helps with the Local Option Tax. Terrell moved to the area about 3 years ago. She is working part time at the Driftwood library. In the past she has also worked in a bookstore. **Action:** Appoint Terrell Aldredge to the Zone 1 position for the rest of the term, ending June 30, 2017. Moved by Chris, Seconded by Shirley. Unanimous Approval
- B. **Declare Surplus:** Siletz: 10 year old, stackable meeting room chairs and 10 year old Hoover Self Propelled Windtunnel vacuum, HP printer/fax/copier (more than 10 years old) **Action:** Declare the listed items surplus. Moved by Chris, seconded by Shirley. Unanimous approval.
- C. **Budget Calendar for 2017:** A suggested calendar was presented based on the previous year calendar. **Action:** Approval of the calendar was moved by Chris and seconded by Virginia. Unanimous approval.
- D. **Budget Committee Members** – One more member needs to be appointed to the Budget Committee. It is best if this appointment is made at the April Board meeting. Chris will ask Ron Cornelis if he is willing to serve again.

#### **Discussion Items**

- A. **Report on activities at libraries in the county:**  
Driftwood is going to do their first Lincoln City reads program beginning the end of April. The community will be reading *Mr. Penumbra's 24-hour Bookstore*, by Robin Sloan.
- B. Items for press release and ideas for articles by Board members: No suggestions.
- C. Other: Douglas County: Chris mentioned to the Board that the Douglas County libraries are closing. Diedre mentioned that OLA and others had been trying to prevent this from happening but the Douglas County Commissioners have decided to close the libraries. Douglas County is one of the Oregon counties that has lost a lot of revenue because of the loss of timber funds.
- D. Set the next agenda: Select one more member for the Budget Committee.

**Next Board Meeting:** Tuesday, April 11, 2017 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:55 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Monday, April 11, 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 1:01 p.m.

**Roll call of members and introductions** (if needed): Chris Boyle, Virginia Tardaewether, Shirley Hanes and Terrell Aldredge Others present: Diedre Conkling

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

**Announcements from Board Members**: No announcements

**Review of past Minutes**: January 10 and March 13, 2017: **Action**: The minutes were approved as presented. Consent

**Financial Reports**: March 2017: **Revenue**: The Tax Revenue received during March was \$29,649.27 and the Previous Levied Taxes was \$1,947.37. **Total Revenue**: The total revenue for March was \$31,599.58.

**Expenditures**: Personnel expenditures were the usual expenditures totaling \$38,132.37 Two of the Chinook Library Network databases for the public libraries for this next year were paid, Chiltons and Heritage Quest, totaling \$3,949.25. This is a little more than projected in the budget so appear in red. This does not put us over the amount budgeted in Materials and Services. The registration for the American Library Association (ALA) 2017 Conference was paid for Jane and Diedre, \$445. The rest of the staff and Board Oregon Library Association (OLA) memberships for the year were paid, \$165. **Siletz**: We started paying for Summer programs with \$202 for the Museum of Natural History. OLA Conference registration was paid for Carol, \$115. Total Siletz expenditures were \$7,190.72. **Total Expenditures**: \$115,984.22

**Action**: It was moved by Shirley to approve the financial report. Seconded by Terrell. The report was unanimously approved.

### District Librarian's Report and Correspondence

- A. Report for March-April 2017: Most of the information is in the report. One major issue is that we are actively trying to get a new copier for the Siletz Library since the 10 year old copier is no longer working.

### Public Comment:

### None Decision Items

- A. **Budget Committee Members** – need to appoint one member? Chris says that Ron Cornelius is interested in serving on the Budget Committee. Ron has served on the Budget Committee in the past. **Action**: Appointment of Ron Cornelius to the Budget Committee was moved by Shirley and seconded by Virginia. Unanimous approval.
- B. **2017/2018 Health Insurance plan**: 1. LCLD costs 2. MDLive 3. Willamette Dental Flyer 4. Willamette Dental Enhanced Option 5. Willamette Dental Standard Option: Information was distributed about the current prices for insurance and the prices for the

next fiscal year. Special District keeps the costs as low as possible by self-insuring but it is still very expensive. There is a new program where people may contact a doctor online 24 hours per day. The SDIS Red PPO H is our current plan. The staff deductible internally is \$100 but the deductible with SDIS is \$3,000. We refund 80% of employee costs between \$100 and \$3,000. This does actually cost us less, There are also some dental plan options, the current ODS Plan and dental insurance with Willamette Dental Group. The cost for the Enhanced Willamette Dental is close to the same amount as is paid for the ODS Plan. Each individual employee may choose to use the ODS plan or the Willamette Dental Plan. **Action:** The Board will keep the current Red PPO H plan for health insurance and allow employees to choose between the ODS dental plan or the Willamette Enhanced dental plan. Moved by Shirley, Seconded by Virginia. Unanimous approval.

#### **Discussion Items**

A. Report on activities at libraries in the county:

Waldport – They print up two calendars for Adults and Children’s events. One unique program for National Poetry Month is to paint rocks with part of a poem. There will be a hunt for the rocks on April 22. Youth writers contest had a lot of entries. In the high school section a Newport High School student won. The middle school section had a winner from Waldport There are plans for a seed exchange on Earth Day.

Driftwood – Lincoln City Reads begins the 3<sup>rd</sup> week in April and is part of the Lincoln City Community Days celebration. This is their first time doing a community reads event. The book they are reading is “*Mr. Penumbra’s 24-hour Bookstore*,” by Robin Sloan. Robin Sloan will be speaking in Lincoln City as part of the event. More events are listed on their calendar.

Newport – STEM program called Family Engineering at the Newport Public Library on April 29. More events are listed on their calendar.

B. Items for press release and ideas for articles by Board members: Information about the Budget Committee meeting is being sent out and posted on the Facebook page.

**Set the next agenda:** No suggestions

**Next Board Meeting:** Tuesday, May 9, 2017 following the Budget Committee Meeting

**Budget Committee Meeting:** Tuesday May 9, 2017 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:50 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, May 9, 2017

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

The meeting began immediately following the Budget Committee Meeting

**Call meeting to order:** Called to order by Chris Boyle at 2:15 p.m.

**Roll call of members and introductions** (if needed): Chris Boyle, Shirley Hanes and Terrell Aldredge Others present: Diedre Conkling (LCLD) and Deborah Trusty (Toledo)

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

**Announcements from Board Members:** None

**Review of past Minutes:** April 2017: **Action:** Approval of the minutes as presented was moved by Shirley, seconded by Terrell. Unanimous approval

**Financial Reports: April 2017: Revenue:** Tax Revenue was \$4,908.85. Previously Levied Taxes were \$1,509.04. Library payments for the Chinook Library Network came to \$4,137.43. Miscellaneous was longevity credit from the Special Districts Association of Oregon (SDAO) totaling \$399.50. Siletz received a donation of \$50 for purchasing some best sellers. **Total Revenue:** \$11,007.66.

**Expenditures:** Regular personnel expenditures were made. We did pay \$2,500 for the Zinio magazine subscription for Siletz and Toledo and some in the LCLD area with a Siletz or Toledo card. There was no cost increase this year for Zinio. Postage was \$164.10, mostly for Interlibrary Loans being mailed. We paid \$100 to GoDaddy for the domain name for the Chinook Library Network. Van fuel cost was \$325.01. We do use the County fuel pump so do not pay taxes on the fuel. The \$195.03 under Registration/Travel/Training was for Diedre's motel expenses for 3 nights at the Oregon Library Association (OLA) Conference. OCLC expenditures were \$3,871.86. We spent \$748.81 on the Summer Reading Program. The monthly library reimbursement payments were made. For Siletz \$1,037.13 was spent on new books and dvds, \$89.34 in Membership/Travel/Training was for Carol attending the OLA Conference. The rest was for normal building expenditures. **Total:** \$104,590.50.

**Action:** It was moved to adopt the Financial Report. Moved by Terrell, Seconded by Shirley. Unanimous approval.

### District Librarian's Report and Correspondence

- A. Report for April-May 2017: Most of the report is in the written report. Diedre did show the postcard that we printed for the OLA Conference. The postcards were filled out by people attending the conference and given to Oregon's U.S. Senators and Representatives. For the first time in many years we had two contested Board positions, Zones 1 and 2. We are having the garage door repaired by Garage Door Sales and paid for by the unit owner. The Board thought that adding a garage door opener in the near future would be a really good thing to add.

**Action:** Board approved purchase and installation of a garage door opener. Consent.

**Public Comment:** None

**Decision Items:** None

**Discussion Items**

- A. Report on activities at libraries in the county
  - Toledo – YouTube channel was just created and doing more with the Facebook
  - Waldport- Talk on “Too Close to Home” – the author lives in Waldport and Alaska. They are also starting a chronic pain group that is meeting at the library.
  - Driftwood – Lincoln City Reads – moderately successful, held at the same time as Community Days. They will do it again but may not do the same week next time.

**Professional Development:** None

**Set the next agenda:** No additional suggestions

**Next Board Meeting:** Tuesday, June 13 following the Budget Hearing  
**Budget Hearing:** Tuesday June 13, 2017 at 1:00 p.m.

**Adjourned:** The meeting was adjourned at 2:47 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, June 13, 2017

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

**Budget Hearing**: The meeting began with the Budget Hearing for the 2017/2018 Budget: The meeting began at 1:02 P.M. and closed at 1:05 p.m. No public spoke.

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:05 p.m.

**Roll call of members and introductions** (if needed): Board: Chris Boyle, Terrell Aldredge, Shirley Hanes, and Virginia Tardaewether. Others Present: Marta West, Emily Portwood, Brian Fodness and Diedre Conkling.

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

**Announcements from Board Members**: No announcements

**Review of past Minutes: May 2017: Action**: it was moved to accept the minutes as presented. Moved by Virginia and seconded by Shirley. Consent

**Financial Reports: May 2017: Revenue**: The Tax Revenue for the month was \$4,572 and the Previously Levied Tax Revenue was \$1,626. The Chinook Library Network payments totaled \$1,212. State Forestry income was \$7,677. Siletz received \$1,000 from the City of Siletz and \$200 as a donation for the summer reading from the City of Siletz and another \$80 in revenue from printing, copying and lost materials. **Total Revenue**: \$16,368.

**Expenditures**: Personnel Services came to \$26,098. The Law Library expenditures are pass through funds. The County pays us back for paying the staff person. The annual payment to ByWater Solutions was made, \$20,000. We bill this back to the other libraries in the network. We went over budget with a couple of the databases but were under with some others so did not go over the budget in this category. Under Rent and Utilities what was spent is pretty standard for a month. The rent payments had been being made twice a year but after this thee plan is to pay it once a year since there is a \$5 charge attached to each payment. The \$50 registration fee is for Diedre to attend a a Special Districts Association of Oregon (SDAO) workshop. The \$1,596 in Travel and Training is for Diedre and Jane to attend the American Library Association (ALA) Conference. The majority of the expense is for plane tickets. OCLC is used for cataloging, interlibrary loan and reference services. It is an expensive but necessary service used by all of the libraries, \$ 6,917. \$308 was spent on the Summer Reading Program. The monthly payment was made to the contracting libraries, \$66,873. Under Capital Outlay we paid \$4,948.02 for Useful for the Siletz Library and the Siletz Library will be paying us back for this over the next 3 years. This seemed like a good way to just make payments for Useful a regular part of the budget instead of getting grants or help from other sources. **Total Expenditures: \$129,910.**

**Action**: Approval of the budget was moved by Terrell and seconded by Shirley. Unanimous approval.

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

A. Report for May – June 2017: Most of the information is in the report.

1. The Siletz Valley Friends of the Library (SVFOL) will be holding their regular yearly membership meeting on Thursday, June 15. They did hold a plant sale last month

and sold all of the plants. The SVFOL serves as an advisor board to the LCLD Board.

2. A new copier has been installed at the Siletz Library. It has all kinds of nice options including being able to email items scanned to email. Copiers no longer store material copied or scanned on them. The hard drives are erased after the actions are completed.
  3. The SDAO Board training is coming in August. Diedre will register people as soon as registration opens.
- B. After checking with what the other libraries are doing on August 21 it seems like it would be good not to provide courier service between the libraries that day. Staff will not be penalized if they can't get into the office to work that day.

**Public Comment:**

none **Decision Items**

- A. Approval of the 2017/2018 Budget - LB-20, LB-30, LB-31, Resolution 6-17 The Ready to Read Grant is a yearly grant. It is the only State money we get and we use the funds for the summer reading program. Approval of Resolution 6-17 was moved by Shirley and seconded by Virginia. **Action:** Unanimously approved.
- B. Possible Board Calendar for 2017/2018 – to be approved. It was decided to change the time of the Board meetings to 12-1:30 p.m. On July 11, at noon, we will have a Board training workshop. The Board meetings will still be on the second Tuesday of the month. **Action:** Calendar was approved. Consent
- C. Declare surplus: 2 monitors, 1 printer: These items are from the Siletz Library. **Action:** Approved declaring these items surplus. Moved by Virginia and seconded by Terrill Unanimously approved
- D. Swear in new Board Members: The new Board members were sworn into office at the end of the Board meeting. Marta West, Emily Portwood, and Brian Fodness.

**Discussion Items**

- A. Election Report: The election report from the County Clerk was shared.
- B. List of 2017/2018 LCLD Board Members: addresses and other contact information was corrected and updated.
- C. Report on activities at libraries in the county:

Driftwood: Summer reading is beginning. The current circulation report showed that they had circulated more media than books (changed limits from 10 to 25 dvds). They will be participating in the July 4 parade using summer reading theme.

Waldport: Baby Story time, and Summer reading Story Time are underway, Adult activities are lighter for the summer but will still have coloring, book club, knit and fiber group. Beachcomber Days are coming up. The library will have a small book sale and be in the parade.

Siletz – The Siletz Library is also all ready for Summer reading.

- D. Items for press release and ideas for articles by Board members: Suggestions were information about the new and old Board members and an explanation of the Passport program.

**Professional Development:** No additional items

**Set the next agenda:**

**Next Board Meeting:** Tuesday, August 8, 2017.

**Adjournment:** The meeting was adjourned at 2:08 pm