Minutes

Lincoln County Library District

Board Meeting

May 12, 2020

After Budget Committee Meeting at Noon

Online

ATTENDANCE—BOARD

Brian Fodness- President

Emily Portwood

Marta West

Chris Boyle

Virginia Tardaewether

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 1:42 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

All present, quorum was established.

APPROVAL OF AGENDA

Approved.

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the minutes of March 10, 2020. Passed unanimously.

BOARD MEMBER REPORTS

Board members reported that they missed the libraries being open. Emily reported that her bookstore is donating books to Driftwood for Little Free Libraries. Brian reported that because of the social distancing he is signed checks remotely and so has not been signing invoices. MaryKay has been noting the date the checks were sent to Brian for the financial records.

DIRECTOR’S REPORT

MaryKay included the Director’s report in the Board packet. She is incredibly grateful that the Board has allowed us to continue paying staff during the closures. All staff have been doing the work that they can during the closures. We have resumed the courier once a week since the libraries are beginning curbside service. Library directors have been having Zoom meetings once a week to commiserate and plan for re-opening. Updated on progress toward goals. Most of our partnerships have been suspended for the time being. MaryKay did participate as a judge in the Lincoln County 4-H presentations. State Library had funding available from LSTA for pandemic concerns and LCLD received a $1500 grant for re-opening preparation. Emily suggested smaller increments in goals, so they are achievable and reportable.

FINANCIAL REPORT

MaryKay provided the March and April financial reports. We are on track with our 2019-2020 Budget. Moving forward we will be using gross salary for salaries, payroll taxes will just be employer paid taxes (SS, Medicare, UI). Chris moved and Marta seconded accepting the Financial Report. Passed unanimously.

OLD BUSINESS

Pandemic Policy Review

MaryKay pointed out Resolution No. 2020-3.2 Adopting the Pandemic Response Policy. She provided the Board with an updated Pandemic Policy which was discussed. “You should be fever-free for 24 hours before returning” was taken out of General Precautions on page 1. It was recommended that OSHA and Governor’s Office be added to Resources. There was concern about naming the policy “pandemic policy” when it is focused on COVID-19. It was also noted that we need to name authorities whose guidance we are following. Emily brought up the issue of contact tracing and patron privacy. MaryKay will do more research and bring something about libraries and contact tracing to the Board in June. MaryKay suggested we create guidelines as we move through this and as things come up, we will create additional guidelines. MaryKay will work on an emergency management policy that will be an umbrella for these guidelines. Chris moved and Virginia seconded making the recommended changes and making them guidelines rather than a policy.

Board Training-postponed till next meeting.

NEW BUSINESS

Restarting Courier Service and Siletz Library Operations

We are now running the courier once a week which seems to be sufficient. MaryKay presented a plan for curbside service at the Siletz Library which will begin on May 18, 2020.

GOOD OF THE ORDER

Take care and stay safe.

NEXT DISTRICT BOARD MEETING

Tuesday June 9, 2020 at the District Office, 141 NW 11th, Newport at noon.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.