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Minutes

Lincoln County Library District

Board Meeting

March 9, 2021

Noon

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 12:00 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

Chris moved and Marta seconded approval of the Regular Board minutes of February 10, 2021. Passed unanimously.

BOARD REPORTS

There were none

DIRECTOR’S REPORT

The Siletz Library is open to the public on a limited basis from 10:00 a.m. to 4:00 p.m. Monday through Friday. The other Lincoln County Libraries are also opening on a limited basis over the next few weeks.

After finding out on February 18, 2021 that the building that houses are offices had been sold we have located another office building and will be moving in the week of March 15-19, 2021 pending the Board’s approval to sign the lease.

The courier van we have ordered is on a rail car heading west and is expected to arrive by the end of March.

We have contracted with a graphic artist to refine our logo, determine colors, create a style guide and create templates. These are an activities of our strategic plan focus area on marketing.

The 2019-2020 audit has been completed and filed with the Secretary of State’s office and has been posted on our website.

FINANCIAL REPORT

We are on track with revenue and expenditures. We will overspend in rent/utilities since our new office will be more expensive and we will need to pay utilities. We have underspent on our van fuel and can use that to make up the difference through the fiscal year and the larger amount will be included in the 2021-2023 budget. Chris moved and Marta seconded approval of the financial report. Motion passed unanimously.

Virginia Tardaewether arrived.

OLD BUSINESS

Strategic Plan Update

The final 2021-2024 Strategic Plan is in the packet. It was reviewed and Chris moved and Marta seconded acceptance of the plan. Motion passed unanimously.

NEW BUSINESS

Lease for New Office at 132 NE 15th in Newport

There was a discussion of the reasons for moving and the increased cost. Pictures of the new office were shown to the Board. Chris moved and Virginia seconded approval of a one-year lease. Motion passed unanimously.

Appoint 2021-2023 Budget Committee

We have five individuals who are willing to serve on the budget committee. Virginia moved and Marta seconded approving appointment of Budget Committee. Motion passed unanimously.

GOOD OF THE ORDER

Board members should respond to Brian about MaryKay’s evaluation before the April.

NEXT DISTRICT BOARD MEETING

Wednesday April 13, 2021 at noon at the District Office, 132 NE 15th , Newport or online.

ADJOURNMENT

Meeting adjourned at 12: 45 p.m.