

Minutes
Lincoln County Library District
Board Meeting
May 14, 2019 at 12:00 p.m.
Oregon Coast Community College
Central Coast Campus
400 SE College Way
Newport, OR

ATTENDANCE—BOARD

Brian Fodness- President, LCLD Board, Zone 5
Emily Portwood—LCLD Board member, Zone 2
Virginia Tardaewether – LCLD Board Member, Zone 4

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE—PUBLIC

Jed Hansen—Waldport Library Board member
Rebecca Noble – Budget Committee
Jan Hansen – Budget Committee
Ron Cornelius – Budget Committee

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 1:20 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Three members were present, quorum was established.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES—APRIL 9, 2019

Virginia Tardaewether moved to accept the previous meeting minutes. Emily seconded the motion. Motion passed unanimously.

CALENDAR UPDATE

Emily asked for confirmation of, and MaryKay confirmed, the Board Practices Assessment from the SDAO that is scheduled for June 11th, the date of the Board's regular meeting.

CORRESPONDENCE

There was no correspondence to report.

REPORTS

Director's Report

Siletz Library will start requiring a password for wireless access to make sure there aren't downloads from our network.

MaryKay reported on a possible office space for sub-lease and provided the Board with a draft lease and walked through how we would use the space. Emily reminded that there is \$10,000 in the current budget for office furniture.

MaryKay has or will participate in the following activities:

Attended OLA/WLA conference in Vancouver, WA April 17-20

Presentation on Advocacy for managers and supervisors at the Deschutes Public Library in Bend.

Served on planning committee and will be a mentor for the 2019 OLA Leadership Institute in Cottage Grove June 18-21

Will attend HR Training sponsored by SDAO on May 22nd.

Financial Report

Still experimenting with formats for the monthly financial report. Provided a report that shows quarterly expenditures since the beginning of the fiscal year. Brian has started initialing invoices when he signs checks. Discussed van parking in new location.

OLD BUSINESS

Retirement Program

Our attorney is moving forward on resolving the situation.

Audits

Auditor has almost completed the 2016-2017 and 2017-2018 audits. We will work with Isler CPA after the beginning of the fiscal year to complete the 2018-2019 audit.

NEW BUSINESS

Proposal on Office Space Rental

Emily asked that responsibility for repairs and maintenance be spelled out clearly in the sub-lease. Virginia made a motion to move forward with the process to lease the Shangri-La offices at 141 NW 11th in Newport. Emily seconded. Motion passed unanimously.

NEXT DISTRICT BOARD MEETING

The next meeting will be June 11, 2019 at 12:00 pm at the Guin Library, Hatfield Marine Science Center in Newport.

ADJOURN

Meeting was adjourned at 1:50 p.m.