

Minutes  
Lincoln County Library District  
Board Meeting  
August 13, 2019  
12:00 p.m.  
LCLD Administrative Office  
141 NW 11<sup>th</sup>  
Newport, OR

ATTENDANCE—BOARD

Brian Fodness- President  
Emily Portwood (phone)  
Virginia Tardaewether  
Marta West  
Chris Boyle

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE—PUBLIC

Jed Hansen, Waldport Public Library Board

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

Five members were present, quorum was established.

APPROVE AGENDA

Agenda was approved

SWEAR IN NEWLY ELECTED BOARD MEMBERS

Newly elected members Chris Boyle, Virginia Tardaewether, and Brian Fodness were sworn in as Board members. Lynne Wright notarized.

ELECT BOARD PRESIDENT AND BOARD TREASURER

Marta West nominated Brian Fodness as Board President, unanimously elected.  
Virginia Tardaewether was re-elected as Board Treasurer unanimously.

PUBLIC COMMENT

There were none

APPROVAL OF JUNE 11, 2019 MEETING MINUTES

Chris Boyle moved and Marta West seconded approval of the minutes of June 11, 2019. Passed unanimously.

## DIRECTOR'S REPORT

Director reviewed written report.

## FINANCIAL REPORT

In 2019-2020 Budget year. We had \$266,000 in our combined accounts and will get us through till we start collecting taxes in November. Have gone to monthly payroll. We pay Bywater for library system and then get reimbursement from libraries. Board needs to look at that process. Emily asked about Board Practices Assessment. MaryKay noted that it is an agenda item.

## OLD BUSINESS

### Retirement Program

MaryKay updated progress on retirement program issue, we are updating tax records and moving forward.

### Audits

16-17 audit has been submitted to Secretary of State, we are beginning preparation for the 18-19 audit. Isler CPA is working to complete the 17-18 audit.

### Board Practices Assessment

Rob Mills did a three-month follow-up. He would like to know how we are moving forward. Brian noted that all the caution areas are things we are addressing, and Virginia noted that all the Board members had attended a Board training. The group agrees that we are addressing the caution areas and we will continue to monitor and adjust. Chris noted a bit of disappointment about Rob's assessment of the Board as "reasonably straightforward in addressing". In her response to Rob MaryKay will ask for a clarification on what the behavior was that wasn't straightforward?

### 2018-2019 and 2019-2020 Revised Budget Resolutions

There were different numbers in the budget documents and the resolution for 2018-2019. It looks like the numbers didn't get moved from approved to adopted. Chris moved to adopt the resolution, Virginia seconded, passed unanimously. The 2019-2020 resolution was submitted to the assessor's office with a mistake that was pointed out by the assessor. The mistake was corrected with the assessor's office and on the current resolution. Chris moved and Virginia seconded approval of the resolution, unanimous vote to approve.

## NEW BUSINESS

### Resolution to Designate a Registered Agent for Lincoln County Library District

This is being changed because our office location has changed. It will be sent into the Secretary of State office, as required. 8-2019.1 Virginia moved and Marta seconded, unanimous approval.

### Update Director's Employment Agreement

Amended agreement has changed the following:

- Performance evaluation changed from prior to budget adoption to near Director's hire date
- No longer will leave Director's cell phone on answering machine and will be given to all staff and Board members
- Removed statement about receiving difference between single and family insurance premiums in retirement account

MaryKay will waive any claim for underpayment of salary or benefits arising under the original employment agreement. Chris moved and Marta seconded to accept amended employment agreement. Unanimous approval.

#### 5 Year Local Option Levy Election

Board needs to decide whether the local option levy renewal should be put on the November 2019 ballot or the May 2020 ballot. MaryKay created an overview of the issues for Board members.

If the decision is made to put it on the November 2019 ballot the resolution and ballot title will need to be approved. There was a discussion among Board members about when to put it on the ballot. Chris moved to put the local option levy renewal on the November ballot, Marta seconded. Discussion followed. Resolution # 8-2019.2 passed unanimously.

#### GOOD OF THE ORDER

Nothing

#### NEXT DISTRICT BOARD MEETING

Tuesday, September 10, 2019, 12:00 p.m. Lincoln County Library District Administrative Office.

#### ADJOURNMENT

Meeting adjourned at 1:15 p.m.