



**Lincoln County Library District Board**  
**Regular Meeting**  
**Tuesday, March 10, 2020, Noon**  
**LCLD Administrative Office**  
**141 NW 11<sup>th</sup>, Newport, OR**

<b>Agenda</b>		
Call to order	President	
Call the Roll & Establish Quorum	Secretary to the Board (Director)	
Approval of the Agenda	President	
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Public Comment</b>	President	Anyone may come forward at this time.
<b>Minutes</b> Board Meeting February 11, 2020	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
Budget Committee Appointments	Director	Approval
Board Training-Conflict of Interest	Director	Information
<b>New Business</b>		
Subscription to PolicyMap-Resolution	Director	Approval
Discussion of Personnel Policy Components	Director	Discussion
<b>Good of the Order</b>		
<b>Next District Board Meeting</b> April 14, 2020, noon LCLD Administrative Office		Information
<b>Adjourn</b>	President	Motion



**Minutes  
Lincoln County Library District  
Board Meeting  
February 11, 2020  
12:00 p.m.  
LCLD Administrative Office  
141 NW 11<sup>th</sup>  
Newport, OR**

**ATTENDANCE—BOARD**

**PRESENT**

Brian Fodness- President

Emily Portwood

Marta West

Chris Boyle

**ABSENT**

Virginia Tardaewether (Phone)

**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**

One member absent, quorum was established.

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

No members of the public were present.

**APPROVAL OF MEETING MINUTES**

Marta moved and Chris seconded approval of the minutes of January 14, 2020. Passed unanimously.

**BOARD MEMBER REPORTS**

Brian did a ride-along with courier driver, Gary Ruch, earlier this month. Brian reported Gary's good rapport with library staff at all the libraries serviced and his knowledge of the process. Brian attended the Special District Association of Oregon Conference 2020 in Seaside. He attended sessions "Life Cycle of a CEO", public records and "Financial Awareness for Elected Officials"

Emily also attended the SDAO Conference. She attended the following sessions:  
"Navigating Oregon Government Ethics Law"

“Board/Staff Interaction”: discussion of the role of Board members and their individual interactions with staff and Board members expectations. Discussion of Board’s responsibility to act as a body, not as individuals. Board orientation and expectations. Director has a responsibility to share Board decisions and actions with staff as soon as possible. Suggestion to insert a sunset clause in Resolutions if appropriate to create clear expectations. Budget line item is different than authorization to spend. Board needs to authorize expenditures. We haven’t been doing enough resolutions. Create committees to address ad hoc issues and then bring to the Board. Use of surveys to determine issues without talking directly to the staff.

“Understanding Urban Renewal” Very complicated but can influence special taxing district’s permanent rate. In 2017 law changed so that 3 of 4 special districts must agree to the urban renewal district.

“Funding Options & Sources” USDA has a transportation grant that we could use for a courier van.

“Financial Awareness for Elected Officials” Lots of questions from the audience that detracted from the information being presented.

Lebanese restaurant in Seaside is fabulous.

Board orientation should include trip compensation process.

Energy Trust of Oregon provided information about energy savings. Emily suggested encouraging libraries to work with the Energy Trust as a Board initiative.

Marta attended the Lincoln County Special Districts Information Sharing Session which provided an overview of legal responsibilities of special districts including audits. Packet and video of session are online at <https://www.co.lincoln.or.us/boc/page/special-districts-information-sharing-meeting>

Marta noted that the League of Women’s Voters has offered to help libraries with Census 2020.

#### DIRECTOR’S REPORT

Submitted administrative services agreement with ICMA-RC for 457 plan. Resolution is on agenda for this meeting. Noted participation in REFORMA National Conference Committee for 2021. Update on showing of “The Library That Dolly Built” from the Dolly Parton Imagination Library. Updated progress towards goals included in written report. Budget season starting. Meet with Darci Hanning from State Library and Lily Curanzy to talk about strategic planning. Will put short Board training on agenda each month. MaryKay was elected to a position on the SDAO Board as an at-large caucus representative. MaryKay will be attending Research in Public Libraries Institute in Chicago this summer. Move to new office has been very successful. Jane attended ALA Midwinter. Emily mentioned that one of her stores sends Advance Reader Copies to prisons. If LCLD can’t give them away, we should consider that. Payroll is still a bit of a challenge but we’re working through the problems with Asure. Met with CJ Drake and Lisa

Blank about STEM activities in LCLD libraries. Will meet with Toby and Heide from Neighbors for Kids about collection and summer reading program.

#### **FINANCIAL REPORT**

MaryKay highlighted several items on the financial report including previous years taxes and noted that our second State Forestry check has arrived. Election fee was \$32,000 and we had only budgeted \$16,000. Chris moved and Marta seconded acceptance of the financial report.

#### **OLD BUSINESS**

Resolution #2020-2.1 "Establish 457 Deferred Compensation Plan with ICMA-RC" Roll Call: Chris, Aye; Brian, Aye; Emily, Aye; Marta, Aye; Virginia, Absent.

#### **Board Training-Local Budget Law**

MaryKay reviewed the citizen's overview of local budget law. Discussed the complexity of local budget law and the process created by the Oregon Department of Revenue. Public notices need to be posted and citizen input is welcomed. Brian was concerned that notices in the News-Times wouldn't reach Lincoln City and South County. It was suggested that a Facebook post and notice on the website would be enough. It was also suggested that we send a notice to News Lincoln County.

#### **NEW BUSINESS**

##### **2020-2021 Budget-Appoint Budget Officer & Adopt Budget Calendar**

Discussion of requirements for Budget Committee members; must be electors in the District. Suggestion to discuss adopting a biennial budget with budget committee. It was agreed to start discussing a biennial budget at the November meeting. Emily moved and Marta seconded appointing MaryKay Dahlgreen as budget officer and adopting the budget calendar. Passed unanimously.

#### **GOOD OF THE ORDER**

MaryKay pointed out supplemental materials in Board packet: Gallup Poll on library usage with commentary from Ross at State Library, logo, newspaper articles about partner libraries.

#### **NEXT DISTRICT BOARD MEETING**

Tuesday March 10, 2020 at the District Office, 141 NW 11<sup>th</sup>, Newport at noon.

#### **ADJOURNMENT**

Meeting adjourned at 1:50 p.m.



# Lincoln County Library District

## Statement of Revenues and Expenditures - Cash Basis

For February 2020 and FYTD Ended February 29, 2020

Revenues	Current Period Actual	Year to Date Actual	Annual Budget
<b>4000 Revenues</b>			
4020 Chinook Library Network	2500.00	2500.00	25000.00
4050 Lincoln County Law Library		11873.88	15000.00
4060 Previously Levied Taxes	263.58	9260.58	40000.00
4070 Ready to Read Grant		4405.00	4300.00
<b>4080 Siletz</b>			
4081 Siletz-Carry-over			7000.00
4082 Siletz-City of Siletz			1000.00
4083 Siletz-Interest			10.00
4084 Siletz-Miscellaneous	3566.22	4114.73	500.00
<b>Total 4080 Siletz</b>		<b>4114.73</b>	<b>8510.00</b>
4090 State Forestry	6554.27	11648.54	10000.00
4100 Property Tax Revenue 16/17	864.12	4189.99	
4101 Property Tax Revenue - 17/18	960.07	7915.79	
4102 Property Tax Revenue 18/19	6098.13	27371.10	
4103 Property Tax Revenue - 19/20		1226716.84	1276772.00
4800 Interest Income	36.74	906.36	100.00
4900 Miscellaneous Income		9891.77	1000.00
<b>Total 4000 Revenues</b>	<b>20843.13</b>	<b>1320794.58</b>	<b>1380682.00</b>
<b>Services</b>		<b>16493.21</b>	
<b>Available Cash On Hand</b>			<b>161320.00</b>
<b>Total Revenues</b>	<b>\$ 20,843.13</b>	<b>\$ 1,337,287.79</b>	<b>\$ 1,542,002</b>

<b>Expenditures</b>						
<b>5000 Personnel Services</b>						<b>273922.00</b>
5100 Salaries and Wages	17929.96			130179.34		
5200 Payroll Taxes	8203.85			88320.70		
5250 Payroll Fees	126.49			1692.43		
<b>Total 5000 Personnel Services</b>	<b>26260.30</b>			<b>220192.47</b>		<b>104000.00</b>
<b>5300 Employee Benefits</b>						
5305 Health Benefits	1149.94			9199.52		
5310 Retirement Benefits	989.92			25120.26		
<b>Total 5300 Employee Benefits</b>	<b>2139.86</b>			<b>34319.78</b>		
<b>6000 Materials and Services</b>						<b>29454.00</b>
<b>6010 Professional Services</b>				344.60		
6011 Accounting Services	1137.59			30668.93		
6012 Legal Services	165.00			4510.00		
6013 IT Services				1439.50		
<b>Total 6010 Professional Services</b>	<b>1302.59</b>			<b>36963.03</b>		
<b>6030 General Office Expenses</b>	66.00			1707.65		<b>81795.00</b>
<b>6036 ByWater Solutions</b>				21210.00		
6040 Copier Lease	224.00			2141.35		
6050 Mileage	402.42			431.42		
<b>6055 Orbis Cascade Alliance Courier</b>						
6056 OCAC - LCLD				6050.00		
<b>Total 6055 Orbis Cascade Alliance Courier</b>				<b>6050.00</b>		
6060 Postage				427.85		
6065 Professional Materials				799.99		
6070 Public Relations	100.00			800.00		
6075 Rent and Utilities						
6076 Electricity				75.95		
6077 Maintenance and Supplies				194.05		
6078 Gas				93.74		
6079 Rent	1350.00			10974.92		
6080 Telephone and Internet	89.97			841.77		
6081 LCLD Garbage				146.16		
<b>Total 6075 Rent and Utilities</b>	<b>1439.97</b>			<b>12326.59</b>		



6100 Supplies				397.46	
<b>6105 Vans</b>					
6106 Fuel	336.94			2952.59	
6107 Maintenance	42.15			1402.79	
6108 Supplies				48.22	
<b>Total 6105 Vans</b>	<b>379.09</b>			<b>4403.60</b>	
<b>Total 6030 General Office Expenses</b>	<b>2611.48</b>			<b>50695.91</b>	<b>15490.00</b>
<b>6300 Travel/Training/Membership</b>					
<b>6310 Membership Fees</b>				<b>1694.58</b>	
<b>6320 Registration/Training/Travel</b>	<b>2933.94</b>			<b>2933.94</b>	
6321 Registration				611.00	
6322 Travel/Meals/Housing	1030.99			6528.84	
<b>Total 6320 Registration/Training/Travel</b>	<b>1030.99</b>			<b>10073.78</b>	
<b>Total 6300 Travel/Training/Membership</b>	<b>3964.93</b>			<b>11768.36</b>	
<b>6400 Operating Fees/Insurance</b>				<b>950.00</b>	<b>16600.00</b>
6410 Business Insurance	5925.00			5925.00	
6420 Election Fees				26672.00	
6430 Legal Notices				242.25	
<b>Total Operating Fees/Insurance</b>	<b>5925.00</b>			<b>33789.25</b>	
<b>6500 Reimbursement/Library Development</b>					<b>870261.00</b>
6505 Contracted Library Services	68075.00			544597.00	
6510 Cataloging/Interlibrary Loan/Reference					
6511 OCLC	2874.73			33259.85	
<b>Total 6510 Cataloging/Interlibrary Loan/Reference</b>	<b>2874.73</b>			<b>33259.85</b>	
<b>6520 Library Development</b>					<b>86100.00</b>
6521 Support Local Libraries					
6524 Summer Reading Programs				800.00	
<b>Total 6521 Support Local Libraries</b>				<b>800.00</b>	
6525 Online Databases					
6526 Library2Go (Overdrive)				4460.60	
<b>Total 6525 Online Databases</b>				<b>4460.60</b>	
<b>6550 Siletz</b>					
6551 Materials, Supplies and Services	32.99			171.96	
6554 Siletz Electricity	188.58			1646.90	

6555 Siletz Collection Development	367.19	3593.14	
6556 Siletz Water/Sewer	96.00	771.00	
6557 Siletz Copier Lease	50.82	406.56	
6558 Siletz Internet and Phone		1109.26	
6559 Siletz Gas	163.36	460.00	
6560 Siletz Alarm		367.07	
6561 Siletz Programming		1953.62	
6562 Siletz Repair & Maintenance	2895.99	3715.99	
6563 Siletz Useful		4702.50	
<b>Total 6550 Siletz</b>	<b>3794.93</b>	<b>18898.00</b>	
<b>Total 6520 Library Development</b>	<b>3794.93</b>	<b>24158.60</b>	
<b>Total 6500 Reimbursement/Library Development</b>	<b>74744.66</b>	<b>602015.45</b>	<b>956361.00</b>
6700 Bank Charges & Fees	15.95	133.60	
<b>Total 6000 Materials and Services</b>	<b>88564.61</b>		<b>1099700.00</b>
<b>7000 Capital Outlay</b>			<b>35000.00</b>
7010 Office Furniture and Equipment		7415.46	
<b>Total 7000 Capital Outlay</b>		<b>7415.46</b>	
Operating Contingency			29560.00
<b>Total Expenditures</b>	<b>\$ 116,964.77</b>	<b>\$ 997,293.31</b>	<b>\$ 1,512,622</b>

Gifts, on the other hand, are not received by a public official, primarily, because of the public official's use of a public body's resources, but because gifts are offered by sources other than the public official's government employer or the public body represented by the public official. Sources of gifts are private individuals, businesses or organizations; they are public bodies that are not the employer of or represented by the public official. Sources of gifts may also be employees of the same public body of the public official and they offer gifts acquired with their personal resources, not the public body's resources. If something of economic value is received from the employer of or the public body represented by a public official, that "something" is not a gift, it is a financial benefit either allowed or prohibited by ORS 244.040.

## **Conflict of Interest**

Oregon Government Ethics law defines **actual conflict of interest** [ORS 244.020(1)] and **potential conflict of interest** [ORS 244.020(13)]. In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated.

**The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could."** A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated. A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

### **Questions to ask yourself:**

**I own a business that my public body does business with. Yes / No**

**I have a relative that owns a business that my public body does business with. Yes / No**

**A member of my household owns a business that my public body does business with. Yes / No**

**I have identified \_\_\_\_\_ a business or businesses with which I, my relatives and members of my household are associated.**



## What if I am met with a conflict of interest?

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

### **An elected public official, other than a member of the Legislative Assembly, or an appointed public official serving on a board or commission:**

- (a) When met with a *potential* conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official; or
- (b) When met with an *actual* conflict of interest, announce publicly the nature of the actual conflict and refrain from participating\* as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.

### **Any other appointed official, including public officials in public bodies who are appointed, employed or volunteer:**

Must provide a written notice to the person who appointed or employed them. The notice must describe the nature of the conflict of interest with which they are met [ORS 244,120(1)(c)].

**My appointing authority is \_\_\_\_\_.**

**\*NOTE:** If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote.

The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. [ORS 244.120(2)(b)(B)]

These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the numbers of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

**If in doubt, contact the Oregon Government Ethics Commission to seek guidance prior to engaging in any action, decision or recommendation in your official capacity.**

**The following circumstances may exempt a public official from the requirement to make a public announcement or give a written notice describing the nature of a conflict of interest:**

- If the conflict of interest arises from a membership or interest held in a particular business, industry, occupation or other class and that membership is a prerequisite for holding the public official position [ORS 244.020(13)(a)].
- If the financial impact of the official action would impact the public official, relative or business of the public official *to the same degree* (meaning equally or proportionately) as other members of an identifiable group or "class." The Commission has the authority to determine the minimum size of a "class" [ORS 244.020(13)(b) and ORS 244.290(3)(a)].
- If the conflict of interest arises from an unpaid position as officer or membership in a nonprofit corporation that is tax-exempt under 501(c)(3) of the Internal Revenue Code [ORS 244.020(13)(c)].

**How is the announcement of the nature of a conflict of interest recorded?**

The public body that is served by the public official will record the disclosure of the nature of the conflict of interest in the official records of the public body [ORS 244.130(1)].

**Is a public official required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon?**

The announcement needs to be made on each occasion the conflict of interest is met. For example, an elected member of the city council would have to make the public announcement one time during a meeting of the city council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting. An employee in a city planning department would have to give a separate written notice on each occasion they participate in official action on a matter that gives rise to a conflict of interest [ORS 244.120(3)].

**If a public official failed to announce the nature of a conflict of interest and participated in official action, is the official action voided?**

No. Any official action that is taken may not be voided by any court solely by reason of the failure of the public official to disclose an actual or potential conflict of interest [ORS 244.130(2)].

**My positions as a \_\_\_\_\_ requires me to \_\_\_\_\_  
announce the nature of conflicts of interest on \_\_\_\_\_ occasion.**

**OREGON  
GOVERNMENT ETHICS  
COMMISSION**



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**GOVERNMENT ETHICS LAWS OVERVIEW**

<p><b>Prohibited Use of Position or Office</b> (ORS 244.040)</p>	<p>Public officials are prohibited from using or attempting to use their public positions to obtain financial benefits for themselves, relatives, household members, or businesses with which any is associated, if the benefit would not be available but for the public official holding the position.</p>
<p><b>Financial Interest in Public Contract</b> (ORS 244.047)</p>	<p>A person who ceases to be a public official may not have a direct beneficial financial interest in a public contract (defined at ORS 279A.010) for two years after the date of its authorization, if the person played a significant role in authorizing (<i>i.e.</i>, selecting, executing, recommending, or approving) that public contract as a public official.</p>
<p><b>Limits to Accepting Gifts</b> (ORS 244.025; see ORS 244.020(10))</p>	<p>Public officials and their relatives are limited to accepting gifts (defined at ORS 244.020(7)) worth no more than an aggregate of \$50 in a given calendar year from any individual source reasonably known to have an economic interest in the public official’s decision-making.</p>
<p><b>Conflicts of Interest</b> (ORS 244.020(1); ORS 244.020(13); ORS 244.120)</p>	<p>When a public official, in an official capacity, is faced with making a decision, recommendation, or other action that “<i>would</i>” or “<i>could</i>” financially affect the official, a relative, or business with which either is associated, the public official is faced with an “<i>actual</i>” or “<i>potential</i>” conflict. A conflicted <i>member of a governing body</i> must provide notice of the conflict by making a public announcement, and if the conflict is “<i>actual</i>” (<i>i.e.</i>, “<i>would</i>” financially affect...) must refrain from participation in the matter. <i>Most other public officials</i> must provide written notice to a supervisor/employer. Either type of notice must state the nature of the conflict. A written notice must additionally request that the supervisor/employer dispose of the matter.</p>
<p><b>Nepotism Prohibitions</b> (ORS 244.177 – 179)</p>	<p>Public officials may not directly – or participate in any interview, discussion, or debate to – appoint, employ, promote, discharge, fire, or demote a relative or household member of the public official. Public officials are also prohibited from supervising relatives and household members.</p>

\* **NOTE:** The terms “*business*”, “*business with which the person is associated*”, “*member of the household*”, “*public official*”, and “*relative*” are defined at ORS 244.020(2), (3), (11), (15), and (16), respectively.

**DISCLAIMER:** This document presents a brief overview of the most generally applicable Oregon Government Ethics duties and may not account for all relevant laws, exceptions or circumstances. It is ***intended for use as a training tool only*** and should not substitute for review of ORS Chapter 244 or consultation with an attorney or the Oregon Government Ethics Commission regarding application of the law in a specific situation.

**RESOLUTION No. 2020-3.1**  
**RESOLUTION SUBSCRIBING TO POLICYMAP DATABASE**

WHEREAS, Lincoln County Library District (LCLD) is undertaking a community needs assessment in preparation for a strategic planning process; and

WHEREAS, the database PolicyMap can provide national, state, and county data for the needs assessment and planning process, as well as allow LCLD to enter district data; and

WHEREAS, LCLD can share this resource with our partner libraries;

Now, therefore be it RESOLVED, that LCLD subscribe to PolicyMap for a period of 13 months at the cost of \$2,200.

Adopted by the Board of Directors of Lincoln County Library District this 10<sup>th</sup> Day of March, 2020.

AYES:

NAYS:

ABSENT:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director





**AGENDA ITEM**

**Personnel Policy Considerations**

**Please think about the following for discussion at the Board meeting:**

**Employee benefits**

**Vacation Leave**

**Holidays**

**Sick Leave**

**Bereavement Leave**

**Jury Duty**

**Educational Assistance**

**Health Insurance**

**Life Insurance**

**Long-Term Disability**

**Work Schedules**

**Overtime**

**Use of Phone and Mail Systems**

**Rest and Meal Periods**

**Emergency Closings**

**Business Travel Expenses and Vehicle Use**

**Computer and Internet Usage**

**Telecommuting**

