



Lincoln County Library District Board Regular Meeting
Wednesday, March 11 2026
132 NE 15th Newport, OR 97365

Agenda		
Call Regular Meeting to Order	President	
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting February 28, 2026	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Conflict of Interest and Whistleblower policies	Director	Continued from February. Creation and policies will be done along with revision of Board By-laws and employee handbook.
Bryan's appraisal	Board Chair	
New Business		
Ward 3 representative replacement	Director	Discussion
Board By-laws revision	Director	Begin review and revision of by-laws
LCLD grants to libraries	Director	Discuss and approve
Board training	Director	Schedule online training for future board meeting?
Good of the Order		

Next District Board Meeting April 8, 2026		Information
Adjourn	President	Motion



Lincoln County Library District Board Regular Meeting

Wednesday, February 18, 2026

132 NE 15th Newport, OR 97365

Present: Carla Clark (chair), Susan Garner, Tim Merrell, Virginia Tardaewether, Bryan Miyagishima (secretary)

Agenda		
Call Regular Meeting to Order	President	- <i>Meeting called to order at 10:10AM</i>
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting January 14 2026	President	Approval <i>Move to approve: Virginia/Second: Tim – approved unanimously</i>
Reports		
Board Reports	Board Members	Information <i>Yachats Library will have their grand opening on Feb. 28. They have most of their bookcases in place. They are advertising for a PT children’s librarian. Susan is planning to go, and Bryan will set up email if he goes with other board members. In Siletz, they did a fundraiser for the library’s birthday. They also raised \$900 through their moneytree.</i>
Director’s Report	Director	Information

Financial Report	Director	Acceptance Tim/Virginia
Old Business		
Statistics from last quarter	Christopher Davis	As past of our strategic plan, the District will use a random week to report on courier statistics to show value of program
Conflict of Interest and Whistleblower policies	Director	HR Answers has been contacted and Bryan will work with them to create a draft of both
Yachats update	Director	The director of the Yachats Library asked for possible numbers for annual library allocation for Yachats – report on these numbers and its impact on existing service agreements with cities
New Business		
Selection of co-chair	Board Chair	Board must select a co-chair to replace Carla <i>Tim nominated himself as co-chair, selected unanimously.</i>
Bryan's Appraisal	Board Chair	The Board will review input on Bryan's appraisal form and determine next steps <i>The Board went into executive session to decide on how they wished to proceed with the appraisal. Virginia will be communicating with other board members to create a response.</i>
Good of the Order		
Next District Board Meeting March 11, 2026		Information
Adjourn	President	Motion – adjourned at 11:19 AM

March 2026 Financial Report

LGIP account: March 8, 2026: \$1,421,993.46
 February 3, 2025: \$1,259,282.68

Activity

Opening Balance						1,506,101.28
02/02/26	02/02/26	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 6364) - January 2026	1.00	(0.05)		1,506,101.23
02/06/26	02/06/26	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	1.00	11,500.50		1,517,601.73
02/10/26	02/10/26	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	1.00	9,808.53		1,527,410.26
02/18/26	02/18/26	Redemption - ACH Redemption	1.00	(110,000.00)		1,417,410.26
02/27/26	03/02/26	Accrual Income Div Reinvestment - Distributions	1.00	4,583.20		1,421,993.46

US Bank Accounts (March 9, 2026)

Checking \$71,961.81
 Money Market \$7,654.34

Upcoming payments

Newport Ford \$718.76
 Waldport \$26,549.33
 Toledo \$10,979.33
 Newport \$22,302.42
 Lincoln City \$21,482.83

Payroll:

July \$25,433.77	August \$26,538.49	Sep \$26,699.65	Oct \$26,399.85	November \$25,517.12	December \$26,301.27
January 26,394.49	February \$25,419.38	March \$26,666	April \$26,666	May \$26,666	June \$26,666

March 2026 Director's Report

We are into week #2 of our WK (without Kaitlyn) period and so far thriving, with the help of a lot of our staff. Kaitlyn went on maternity leave at the end of February and is expecting on March 16. Christopher has been lending a hand on Wednesdays, picking up materials in Lincoln City on his way to the office, delivering books to our library partners, and dropping off books in Lincoln City on his way home. I've been helping out on Fridays, delivering books to our partners, and taking care of Toledo on my way home. Carol and Lynne have been assisting by picking up Siletz materials at the office and taking them to the library there, and Gary has been serving the Guin Library and the community college. I'm very thankful for the helpfulness of our staff as Kaitlyn is expecting to be gone until the end of April.

There's only been a couple meetings of note. I'm on two different advisory committees with State Library. One is advising on which statistics the State Library should be collecting. This is actually a very fascinating committee to be part of - while I'm certainly not as well versed in this area as some of the others on the committee, it provides me ideas about what sort of metrics could be important for our libraries, beyond circulation and visits. One of the topics we were discussing is whether informal use of library areas could constitute as a "meeting." I think we'll revisit this topic, because of the need for such "third places" in our culture. The other committee is the LSTA (Library Services and Advisory Act) council. Participating on this committee really allows our libraries here on the coast to have a greater voice with the State Library. This past meeting, a couple of weeks ago, focused on which services provided by the State Library were the most useful. I was able to help make the recommendation that having regional voices providing input to the State Library was necessary for both our public libraries as well as our academic libraries (our Chinook network serves both types).

The other important meeting was, of course, the Yachats Library grand opening celebration. Our district was very well-represented in the large crowd and their director was quite thankful for the flowers purchased by our office. Some of our board members had the opportunity to meet with State Library staff who were present as well.

Finally, today marks the one year anniversary of "going live" as a unified library network! I look forward to seeing our statistics one year in.