

Minutes
Lincoln County Library District
Board Meeting
February 11, 2020
12:00 p.m.
LCLD Administrative Office
141 NW 11th
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 specials 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 11th, Newport at noon.

ADJOURNMENT

Meeting adjourned at 1:50 p.m.