



**Lincoln County Library District Board  
Regular Meeting  
Tuesday August 10, 2021  
132 NE 15<sup>th</sup>  
Newport, OR 9765**

<b>Agenda</b>		
Call Regular Meeting to Order		President
Approval of the Agenda		President
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Minutes</b> Board Meeting July 13, 2021	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
Proposal to Hire Consultant for Reimbursement Formula Creation	Director	Approval
Election of Board Officers 2021-2022	President	Approval
<b>New Business</b>		
Resolution 2021-8.1 to Thank Marta West for Her Service on the LCLD Board	Director	Approval
Resolution 2021-8.2 Authorizing Participation in the Oregon Local Government Investment Pool	Director	Approval

Board Member Replacement	President	Discussion
Board Bylaws Update	Director	Discussion
<b>Good of the Order</b>		Information
<b>Next District Board Meeting</b> September 14, 2021, noon LCLD Administrative Office		Information
<b>Adjourn</b>	President	Motion



**Minutes**  
**Lincoln County Library District**  
**Board Meeting**  
**July 13, 2021**  
**132 NE 15<sup>th</sup> Newport, OR**  
**12:00 p.m.**

**ATTENDANCE—BOARD**

Brian Fodness- Absent  
Marta West  
Chris Boyle  
Virginia Tardaewether  
Carla Clark

**ATTENDANCE—STAFF**

MaryKay Dahlgreen, District Director

**ATTENDANCE – GUESTS**

Lynne Wright – Notary Public and Siletz Library Staff

**CALL TO ORDER**

Board Treasurer Marta West called the Regular Board Meeting to order at 12:05 p.m.

**CALL THE ROLL AND ESTABLISH QUORUM**

Quorum was established.

**APPROVAL OF AGENDA**

Approved.

**APPROVAL OF MEETING MINUTES**

It was moved and seconded to approve Regular Board minutes of June 8, 2021. Passed unanimously.

#### OATH OF OFFICE

Newly elected Board members Marta West and Carla Clark were sworn in to the LCLD Board for the term of July 1, 2021, to June 30, 2025.

#### BOARD MEMBER REPORTS

New Board member Carla Clark introduced herself.

#### DIRECTOR'S REPORT

All the partner libraries are now open to the public again, hours differ at each location. Summer reading program is progressing nicely and are reporting good participation.

We will be working with the Oregon Coast STEM Hub to distribute STEM kits to preschoolers and their caregivers this summer and fall.

New Board member, Carla Clark, applied for a grant, on behalf of LCLD, from the cascade West Economic Development District to update the public access computer system at the Siletz Public Library. The project was funded for \$7,593.99 and will begin August 1, 2021.

We received kind words from a member of the Oregon Coast Book Preview Center who commented on the impact the first Thursday book review group has influenced her writing and her work with children.

Wayne Belmont, Lincoln County Counsel for 35, has retired and sent a lovely note about his work with the District and his admiration for the work the District has done to bring library service to everyone in Lincoln County.

#### FINANCIAL REPORT

This is the final financial report (not reconciled) for 2020-2021. We began our 2021-2023 biennial budget on July 1, 2021. We anticipate our audit will begin in August. It was moved and seconded that the financial report be accepted. Vote to accept was unanimous.

#### OLD BUSINESS

##### Progress on Strategic Plan

MaryKay provided a copy of the previous update and added progress to date on our goals and objectives. Update is attached.

##### Proposal to Hire Consultant for Reimbursement Formula Creation

MaryKay has not completed this proposal and will be conferring with several contacts on the best approach so she can bring a proposal to the August Board meeting.

## **NEW BUSINESS**

### **Election of Board Officers 2021-2022**

After some discussion this was tabled until the August meeting.

### **Resolution 2021-7.1 Adding Juneteenth as a Holiday**

It was moved and seconded that the resolution be adopted, it was passed unanimously.

### **Resolution 2021-7.2 Thanking Emily Portwood for Her Service on the Board of the Lincoln County Library District**

Board directed that a copy of the resolution be sent to Emily Portwood.

It was moved and seconded that the resolution be adopted, it passed unanimously.

### **Resolution 2021-7.3 Honoring Wayne Belmont, Retiring Lincoln County Counsel.**

It was moved and seconded that the resolution be adopted, it passed unanimously.

### **Resolution 2021-7.4 Authorizing Expenditure of a Grant from the Cascade West Economic Development District for Public Access Computers for the Siletz Public Library**

It was moved and seconded that the resolution be adopted, it passed unanimously.

### **Siletz Public Library Meeting Room Policy and Guidelines**

An updated Meeting Room policy was presented to the Board in anticipation of re-opening the meeting room for public use in August. It was recommended that a sentence be added that allows the renter to acknowledge they have received a copy and read the policy & guidelines and will abide by them. It was moved and seconded that the Policy be adopted, it passed unanimously.

## **GOOD OF THE ORDER**

## **NEXT DISTRICT BOARD MEETING**

Tuesday August 10, 2021, at the District Office, 132 NE 15th, Newport at noon.

## **ADJOURNMENT**

Meeting adjourned at 1:25 p.m.





# Strategic Plan 2021-2024

## Lincoln County Library District Strategic Plan 2021-2024

**Vision:** We envision collaborative and innovative library services that connect all the residents of Lincoln County.

**Mission:** The Lincoln County Library District provides leadership to assure equitable service and materials for the libraries and residents of the District.

### Focus Area Priority #1 District As Connector

**Goal #1** District residents will have improved access to library materials delivered to their local libraries.

**Objectives:**

1. The District will have a new courier van in service by June 30, 2021 ✓ *April mtg*

**Activities:**

- a. Work with ORCPP for best deal.
- b. Order van
- c. Brand the van

*Completed*

2. A funding formula and intergovernmental agreements between LCLD and the cities will be in place by January 2023.

**Activities:**

- a. Create timeline
- b. Review possible funding formulas by March 31, 2021
- c. Create projections using possible funding formulas by May 31, 2021
- d. Present to library staff and city staff by September 30, 2021
- e. Adopt a formula and send estimates by December 31, 2021
- f. Intergovernmental Agreements with cities signed by June 30, 2022
- g. Reimbursements under new formula begin in December 2022

*decision to hire consultant*

*behind April mtg*



3. A shared integrated library system (ILS) for the District will be available to residents by June 30, 2024.

**Activities:**

*working on contract*

- a. Write Library Services and Technology Act(LSTA) grant for ILS feasibility study
- b. Contract with consultant for ILS feasibility study
- c. Review findings of study
- d. Decide on best option and pursue
- e. Migrate and operationalize system.

*✓ April mtg*

4. LCLD will conduct a needs assessment with Lincoln County library staff to determine training needs by June 2022.

**Activities:**

- a. Review State Library of Oregon continuing education needs assessment as basis for LCLD needs assessment.

5. Ongoing discussions, based on the November 2020 Operations, Governance and Facilities Needs Assessment, will take place with the Library Commission of the City of Yachats through June 2023.

**Activities:**

- a. Make the District available for discussions with the Library Commission as requested.

*✓ April mtg*

**Focus Area Priority #2 Marketing**

**Goal #1:**

1. Lincoln County residents and policy makers will have a better awareness of library services available through the Lincoln County Library District and partner libraries.

**Objectives:**

1. Website usage will increase by 10% by December 31, 2021
2. LCLD will have a recognizable brand on all District materials and services.

**Activities:**

- a. Graphic designer will be retained to finalize logo, select colors & fonts, create templates for letterhead, business cards and other branded materials, and create a consistent style guide.

*✓ April mtg*

*done*  
*need to do*

- b. Signage for courier van and office will be created and placed.
- c. Business cards will be created for District staff and Board members.

**Focus Area Priority #3 Lifelong Learning**

**Goal #1 District residents will have access to county-wide library programs that foster lifelong learning**

**Objectives:**

- 1. District residents will have the opportunity to participate in an "everyone reads" program in partnership with city libraries by June 2021.

*✓ april meetings*

**Activities:**

- a. Serve as fiscal agent for author program
- b. Coordinate publicity between libraries

- 2. LCLD will work with partner libraries to provide summer reading program for the children in Lincoln County by June 2021.

*✓ april meetings*

**Activities:**

- a. Coordinate planning cooperative summer activities with partner libraries
- b. Use funding from State Library of Oregon Ready to Read Grant for programming at all libraries.

*in process*

- 3. LCLD will conduct a needs assessment with Lincoln County residents and libraries to determine the most effective approach to fostering lifelong learning June 2022.

**Activities:**

- a. Create and deploy community survey.
- b. Create programming based on survey results.



## Library Director's Report August 2021

### General Updates

The Summer Reading Program is winding down. The final virtual performance is now available on each library's website.

We created 335 STEM packets for preschoolers that went to our partner libraries. The materials were provided by the Oregon Coast STEM Hub and LCLD staff assembled the packets and sent them to partner libraries on the courier.



Board member Marta West resigned from the Board effective immediately. The Board will need to appoint a new member to serve until the next Board election.

The August 3, 2021 pay checks reflected the 3% salary increase for all staff that was approved in the current budget.

Work on the Plenary Subcommittee of the REFORMA National Conference Committee is moving along. The Conference is in early November and I have been working with Patty Valdovinos from Los Angeles Public Library to book keynote, closing, and author spotlight speakers.

Worked with bookkeeper, Suzy Beck, to finalize the 2021-2023 budget accounting. Due to her current full time work with Quick Books Suzy will no longer be able to be our bookkeeper. She has agreed to stay on until the 2020-2021 audit work is completed. She has also agreed to assist in locating a replacement.

### **Successes**

I participated in a panel discussion about advocacy for the OLA Leadership Institute on July 31, 2021.

The first meeting with our consultant, Carson Block, to discuss the Library Services and Technology Act Grant for an Integrated Library System Feasibility Study took place on August 4<sup>th</sup>. He is working on a timeline and the contract.

LCLD was approached about the Oregon Coast Art Bus Project, which will provide on-site visits to libraries where kids can complete an art project. This information was passed along to the partner libraries and they will be making contact to schedule.

### **Upcoming**

I am planning to be on vacation from August 16-20, 2021

## **RESOLUTION No. 2021-8.1**

### **THANKING MARTA WEST FOR HER SERVICE ON THE BOARD OF THE LINCOLN COUNTY LIBRARY DISTRICT**

**WHEREAS**, Marta West was elected to serve on the Lincoln County Library District Board in May of 2017 and began her term in July 2021; and,

**WHEREAS**, Marta West was an engaged and active member of the Board during her tenure; and,

**WHEREAS** the members of the Board of the Lincoln County Library District wish to thank Marta West for her years of service and many contributions to the effective governance of the Lincoln County Library District; and,

**NOW THEREFORE, BE IT RESOLVED**, that the LCLD Board hereby expresses its gratitude to Marta West for her service to the District, for the valuable participation provided, and for all that she has contributed to the Lincoln County Library District; and,

**FURTHER RESOLVED**, that the Board wishes Marta West continued success in all his endeavors and expresses our hope for her continued happiness and prosperity; and,

**FURTHER RESOLVED**, that a copy of this resolution be presented to Marta West as a token of our respect.

The above resolution statements were approved and declared adopted on this 10<sup>th</sup> day of August, 2021.

Brian Fodness President, LCLD Board

MaryKay Dahlgreen, LCLD Director



## **RESOLUTION No. 2021-8.2**

### **AUTHORIZING LINCOLN COUNTY LIBRARY DISTRICT PARTICIPATION IN THE OREGON LOCAL GOVERNMENT INVESTMENT POOL**

**WHEREAS**, as established in 1973 , the Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to eligible participants, which include—but are not limited to—any municipality, political subdivision, or public corporation of Oregon that by law is made the custodian of, or has control of, any public funds. The pool is commingled with state funds in the Oregon Short Term Fund (OSTF); and,

**WHEREAS**, the safety of public funds is the primary responsibility of every public investment officer and the policy of the pool is to provide a safe environment for the short-term investment of public funds and the pool enables participants to manage their funds in a manner that seeks to maximize the yield on their investments while meeting the safety and liquidity requirements for their funds.

**NOW THEREFORE, BE IT RESOLVED**, that the Board authorizes the Lincoln County Library District participation in the Oregon Local Government Investment Pool.

The above resolution statements were approved and declared adopted on this 10<sup>th</sup> day of August, 2021.

Brian Fodness, President, LCLD Board

MaryKay Dahlgreen, LCLD Director







**OREGON  
STATE  
TREASURY**

# LGIP Participant Application

Use this form to apply to become a participant in the pool. Fax or mail this form to the fax number or address at the bottom of the page.

## Participant Information

Entity Name (Name to appear in pool records) Lincoln County Library District		Taxpayer Identification Number 93 - 1008520	Fiscal Year End (Month and Day) June 30
Legal Name (Name as filed with the IRS, if different from above)		Entity Type (See below list) Special District - Library <input type="checkbox"/>	
Contact Person MaryKay Dahlgreen	Phone Number (541) 265-3066	Fax Number	

### Entity Types

#### City

Commodity Commission  
Community College  
Council of Governments  
County  
Education Service District  
Housing Authority  
School District/Charter School  
Semi-Independent State Agency  
Tribe  
Urban Renewal Agency  
Other (excludes Special Districts)

#### Special Districts

Cemetery  
Communications (Emergency/911 only)  
County Service  
Drainage  
Fire/Ambulance  
Health  
Irrigation  
Library  
Park & Recreation  
People's Utility  
Port

#### Special Districts (Continued)

Road  
Sanitary  
Soil & Water Conservation  
Transit  
Vector  
Water  
Water Control  
Other Special District

## Additional Required Documentation

You must submit the following additional documentation:

- Copy of governing body minutes/resolution authorizing participation in the pool

## Certification and Acknowledgment

I certify that I am a local government official or tribal government official per ORS 294.805 and that I have the consent of the governing body of the entity named above to invest up to the maximum amount per ORS 294.810 in the Oregon Local Government Investment Pool. I also acknowledge that I have read and understand the LGIP Information Statement.

Authorized Representative Signature X		Authorized Representative Name MaryKay Dahlgreen		Date
Title Director	Phone Number (541) 265-3066	Ext.	E-mail Address lclid@lincolncolibrarydist.org	

TREASURY USE ONLY	
Treasury Representative Signature	Date

POOL USE ONLY		
	DATE	INITIALS
Processed		
Confirmed		



## Lincoln County Library District

### Board By-laws

#### ARTICLE I: NAME; STATEMENT OF PURPOSE

This municipal corporation shall be called the Lincoln County Library District, having been organized under the provisions of ORS 357.216 to 357.286, and exercising the powers and authority, and assuming the responsibilities as described in said statutes.

The purpose of this municipal corporation shall be to provide all Lincoln County residents with excellent library service.

**Commented [LCLD1]:** This should probably align with our strategic plan

#### ARTICLE II: FISCAL YEAR; BUDGET

The fiscal year shall be July 1 – June 30. Each year the district shall determine and fix the amount of money to be levied and raised by taxation. The total amount in dollars and cents shall not exceed the established permanent tax base of \$0.2465 per \$1,000 of the true cash value of all taxable property and any approved local option tax (currently \$0.0900 per \$1,000) within the district computed in accordance with ORS 308.207.

#### ARTICLE III: BOARD OF DIRECTORS; OFFICERS

Section 1. The Board of Directors shall be made up of five members; each elected to represent the zone in which the member resides. Elections shall be held in May in odd numbered years; members take office July 1 of the same year. The term of office is four years.

Section 2. The officers shall be a President and a Treasurer; they shall be elected from the current members of the Board of Directors at the first Board meeting of the fiscal year, taking office at that meeting after the election is held. The district librarian shall be the Secretary for the district [ORS 357.226].

**Commented [LCLD2]:** Are these the officers we need?

Section 3. The district shall require bond or crime insurance covering any member of the governing body or any officer or employee of the district who is charged with possession and control of district fund and the bond or insurance shall be paid from district funds.

Section 4. Vacancies shall be filled by appointment by a majority of the remaining members of the Board of Directors. If a majority of the positions is vacant, or if a majority cannot agree, the vacancies shall be promptly filled by the county commissioners. [ORS 198.320] An appointee shall reside in the zone in which the vacancy occurs.

**FILLING VACANCIES ON THE DISTRICT BOARD** When a vacancy becomes available on a district board between elections, the vacancy shall be filled by appointment of the remaining board members. If a majority of the board is vacant or if a majority cannot agree, the county court shall fill the position. The person appointed to fill a vacancy by the board or the county court will serve until June 30th following the next regular district election at which governing body members are elected (May in odd numbered years). The successor elected at the next regular election shall serve for the unexpired term.

**Commented [LCLD3]:** From SDAO administrative handbook

**Section 5.** Directors may be recalled according to procedures outlined in ORS 198.410-198.440.

**Commented [LCLD4]:** This specifically for recall, I am checking with SDAO legal to see if we can put something in about absences.

**Section 6.** Directors may receive an amount not to exceed \$20.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The district shall provide for reimbursement of a director for actual and reasonable travel and for other expenses necessarily incurred by a director in performing official duties.

**Section 7.** The President shall serve a term of one year, with the option of running for another term. The President shall preside at all meetings of the Board of Directors, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Directors, co-sign checks and generally perform other duties associated with that office.

**Section 8.** The Treasurer shall serve a term of one year, with the option of running for another term. The Treasurer will co-sign checks and perform other duties designated by the Board of Directors and associated with that office.

**Commented [LCLD5]:** Do we need a treasurer?

**Section 9.** The Secretary shall keep or cause to be kept a true and accurate record of all meetings of the Board of Directors; shall issue or cause to be issued notice of all regular and special meetings of the Board of Directors, including proper notification of the media and all persons who have requested regular notice; co-sign checks; and shall perform or cause to be performed such other duties as are generally associated with that office.

#### ARTICLE IV: MEETINGS

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the Board of Directors at its annual meeting (first meeting of the fiscal year). The location shall be a facility within Lincoln County which complies with current Oregon laws regarding access for disabled persons.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers and adoption of an annual report, shall be held at the time of the regular meeting every year in July or the first meeting of the fiscal year.

**Commented [LCLD6]:** Is there supposed to be an annual report?

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances will permit:

- a) Call meeting to order
- b) Roll call of members and introductions
- c) Adoption of the agenda
- d) Announcements
- e) Review of past minutes of previous regular meeting and any intervening special meeting
- f) Financial Report
- g) District librarian's report
- h) Committee reports - if any committees have been formed
- i) Correspondence
- j) Public Comment
- k) Decision Items
- l) Discuss Items
- m) Professional development
- n) Set the next agenda
- o) Announce the next Board meeting
- p) Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board of Directors present in person.

Section 7. Conduct of meetings. Decisions will be by consensus when possible. Proceedings of meetings will be governed by *Robert's Rules of Order*.

#### ARTICLE V: DISTRICT LIBRARIAN; STAFF

Section 1. The Board of Directors shall appoint a qualified district librarian who shall be the executive and administrative officer of the district on behalf of the Board of Directors, under its review and direction.

Section 2. The district librarian shall recommend to the Board of Directors the appointment of and specify the duties of all other staff and shall be responsible for the proper direction and supervision of the staff.

Section 3. The district librarian shall be responsible for the care and maintenance of district property for an adequate and proper selection of library materials, equipment and supplies in keeping with the stated policy of the Board of Directors, for the efficiency of services provided, and for financial operation, including co-signing checks, within the limitations of the budgeted appropriation.

Section 4. The district librarian shall have interim authority to appoint, without prior approval of the Board of Directors, a part-time or temporary staff, provided that any such appointment shall be reported to the Board of Directors at its next regular meeting.

#### ARTICLE VI: COMMITTEES

Section 1. The Board of Directors may establish special committees of one or two members for such specific purposes as the business of the Board of Directors may require from time to time. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board of Directors.

Section 2. All special committees shall make a progress report to the Board of Directors at each of its regular meetings.

Section 3. A budget committee shall be appointed in accordance with ORS 294.336, and shall serve in the manner so prescribed.

Section 4. No committee will have other than advisory powers, unless by suitable action of the Board of Directors, it is granted specific and limited power to act.

#### ARTICLE VII: GENERAL

Section 1. Decisions will be made by consensus when possible. Otherwise, an affirmative vote of the majority of all members of the Board of Directors present at the time shall be necessary to approve any action before the Board of Directors. The President may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board of Directors, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board of Directors, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand; but such suspension, to be valid, may be taken only at a meeting at which four-

fifths of the members of the Board of Directors shall be present and at least three of those present shall so approve.

Adopted: November 12, 1989  
Corrected: November 26, 1989  
Amended: May 15, 1990  
Amended: April 21, 1997  
Amended: November 10, 2015

