Minutes

Lincoln County Library District

Board of Directors Meeting

March 12, 2019

Toledo Public Library

173 NW 7th St.

Toledo, OR

ATTENDANCE—BOARD

Brian Fodness- President, LCLD Board

Emily Portwood—LCLD Board member

Chris Boyle—LCLD Board member

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE—PUBLIC

Deborah Trusty–Toledo Public Library Director

Jed Hansen—Waldport Library Board member

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Three members were present, quorum was established.

APPROVAL OF AGENDA

There were no changes or additions made to the posted agenda at this time.

PUBLIC COMMENT

Emily Portwood recognizes her recent absences in February and apologizes to the Board.

Deborah Trusty welcomes the Board to the Toledo Library and is very excited by the new Director’s ideas. Deborah also speaks to the changing dynamics of Toledo and appreciates the notion of new outreach prospects.

APPROVAL OF PREVIOUS MEETING MINUTES—JANUARY 8, 2019 AND FEBRUARY 5, 2019

Emily moves to accept the previous meeting minutes. Brian seconds the motion. Minutes are unanimously accepted.

CALENDAR UPDATE

Board Practices Assessment from the SDAO is scheduled for June 11th, the date of the Board’s regular meeting.

MaryKay went to budget training last week and has a rough schedule for the budget. There will be two notices; one on the District website and one in the newspaper. These will be published between April and May. The budget committee meeting is scheduled for May 14th, to coincide with May’s Board meeting. The budget hearing is planned to take place during the June Board meeting. MaryKay reminds us that the budget committee consists of the entire Board and five appointed budget committee members.

CORRESPONDENCE

Letter from the Oregon Cooperative Procurement Program (OrCPP) declaring the District’s new membership. OrCPP allows member organizations to purchase from state contracts. Chris suggests a purchase cooperative among District libraries, perhaps with the LCLD office as a hub. Jed remarks that this design could possibly extend to the use of rented vehicles.

REPORTS

**Director’s Report**

Increased open hours on Tuesday afternoons at Siletz Public Library have almost doubled their circulation numbers. However, this may be attributed to the comparison between December and January numbers, generally. Anecdotally, the library is well used during these extended hours. Carol (Siletz manager) also appreciates the time she uses on Tuesday mornings before the Library opens to do administrative tasks; which now include weeding and purchasing. Siletz Valley Friends of the Library (SVFOL) held their annual fundraiser—the Siletz Library birthday party with a bake and rummage sale. It was a success. $1000 was raised and is slated for a new book drop. MaryKay and Carol will be meeting with a representative from Baker and Taylor (book supplier). The Siletz Library staff have been focusing on providing job and career information services for their users. Ray has arranged for presentations by Angell Job Corps.

MaryKay and Brian attended the SDAO Conference in Sun River. A report is forthcoming. The Director also attended the free Oregon Dept. of Revenue budget training. In January, she attended the Newport Public Library Foundation Board meeting to communicate the duties and services of the District. Deborah invites MaryKay to do the same introduction to the City of Toledo as well as the Toledo Library Board.

**Financial Report**

Emily asks what is to be done with the Oneida Fund Grant. MaryKay clarifies that the gift funds are from the Gray Family Fund and are to be directed to the general fund. The financial reports are a work in progress. Instead of transcribing the information into excel sheets, it is being exported directly from QuickBooks. So far this year, the District has paid 3/4s of the annual payments to the District libraries.

One goal of the new budget is to keep Siletz’ operating costs and income separate from the District’s. Emily noticed a steep drop in LCLD postage costs, this is due to Driftwood managing their interlibrary loan service in-house. Previously, it was provided by the LCLD office. Looking at the monthly expenses, most goes to salaries and benefits. MaryKay discusses “contracted library payments” as a misnomer that will be replaced with “special payments” to describe reimbursements made to District libraries. Deborah asks to clarify “library development”. MaryKay explains that this refers to services that are utilized across the District, i.e. databases and applications. Some misleading budgetary language will change, and practices will be investigated in order to streamline library reimbursement.

OLD BUSINESS

**Director Trial Service Review**

Board discussion. The Board has received an evaluation of MaryKay, Director. Brian moves to approve the end of MaryKay’s probationary period and to include a 4% raise effective March 4th, 2019. Chris seconds this motion. MaryKay states that she has read the performance review and has prepared a self-evaluation. Her concerns about the comments are regarding the responsibilities of the Director and how well they are understood by the Board. The employ of professional services (accountant, bookkeeper, lawyer) is deemed necessary by the Director. Further clarification of job description and separation of responsibilities between the Board and the Director were discussed.

Emily expresses concern on Board autonomy over the District financials with the addition of professional services. Emily also expresses concern over the proposed 4% raise. Brian explains that it is within budget. Changes in retirement policy will result in a new employment agreement for the Director. Motion passes unanimously. Brain motions to review and revise the Director’s employment agreement based on the previous discussion. Emily seconds the motion. Motion passes unanimously.

**Communication**

MaryKay will bring proposals for new administrative infrastructure goals to the next meeting. The Board agrees and Emily adds that there is a need for improved communication among the Board while not in session and without quorum. MaryKay suggests implementing Office 365 and the SharePoint platform. This will not violate open meeting laws. Chris suggests that Dropbox may also be an option for collaboration. Jed shares that Waldport Library Board uses Google Drive. MaryKay will investigate these options and will report back to the Board potentially next month.

**Resolution to Transfer money from the Contingency Fund to Professional Services**

MaryKay: Resolved that $50,000 be moved from the Contingency Fund to the Professional Services Fund in 2018-2019 approved budget to cover audits, accountant, and attorney fees. Brian moves. Chris seconds. Motion is approved unanimously.

**2019 SDAO Conference**

Brian reports that it was very cold and snowy, but a very good conference. He states that the highpoints were Spencer Rockwell’s talk about: audits, visions, and missions. He emphasizes the importance of transparency. Do not attempt to be your own bookkeeper.

NEW BUSINESS

**2019-2020 Budget**

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PROCESS

**Good of the Order**

Deborah wants to say that she appreciates the processes of running a proper foundation.

NEXT DISTRICT BOARD MEETING

The next meeting will be April 9, 2019 at Driftwood Public Library, 12:00 pm

ADJOURN

Meeting was adjourned at 1:18 p.m.