

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, August 12, 2014

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:00 p.m.

**Roll call of members and introductions** (if needed): Present: Virginia Tardaewether, Chris Boyle, John O'Brien. Also present: Diedre Conkling (LCLD)

**Adoption of agenda: Action**: The agenda was adopted as presented. Consent

**Announcements from Board Members**: John went to the SVFOL book and bake sale on Saturday. It was before, during, and after the Pow-Wow parade.

**Review of past Minutes**: June 2014: the minutes were not prepared

**Financial Reports**: June & July 2014: The financial reports were not prepared. We have plenty of funds and the reports were started but some incorrect information was found in the reports so Diedre felt it was better to present the reports after the corrections have been made.

### District Librarian's Report and Correspondence

A. Report for June - August

**Public Comment**: No public Comment

### Decision Items:

- A. Appointment of a Zone 1 Board member (Need to try again) – Information needs to be sent out again to the media and to Kirsten.
- B. Ballot Measure, Explanatory Statement, and SEL 803 for November 2014 Ballot: The Board has already seen the Ballot Measure language but final approval is needed to place the measure on the ballot. Chris will take the signed copy to Dana Jenkins, County Clerk, after the meeting. **Action**: It was movee to accept the ballot measure and explanatory statement. Moved by Virginia, Seconded by John. Unanimous approval.
- C. Retirement Program: We have not had any problems with Nationwide Retirement Solutions but we were under the program sponsored by the US Conference of Mayors. They have changed providers. Because they offer specific oversite of the program, which we can't do ourselves Diedre is recommending changing providers. United States Conference of Mayors **Action**: It was moved by Virginia and seconded by John that the retirement program provider be changed to the US Conference of Mayors program. Unanimous approval
- D. Declare all old Useful equipment surplus: (2 computers, keyboards, mice, connecting equipment, etc.) **Action**: It was moved to declare the equipment surplus by John and seconded by Virginia. Unanimous approval

**Discussion Items:**

- A. Information from People for Lincoln County Libraries PAC: The PAC seems to have everything moving along well. Items from the last election have been updated and are being use again for this election. The next PAC meeting Thursday at 5 p.m.
- B. Report on activities at libraries in the county:  
There was a book signing held with the Toledo Librarian's book, along with 2 other authors at Café Mundo
- C. Items for press release and ideas for articles by Board members: We need to put out an announcement about the open Board position. We also need an article in September about the local option tax renewal.

**Announce Next Board Meeting:** The next Board meeting will be held on Tuesday, September 9, 2014 at 1:00 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, October 14, 2014

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:03 p.m.

**Roll call of members and introductions** (if needed): Board Members present: John O'Brien, Vic Bucy, Virginia Tardaewether, and Chris Boyle. Also present: Diedre Conkling

**Adoption of agenda: Action**: The agenda was approved with the addition of the Board election. Consent

### **Announcements from Board Members:**

**Review of past Minutes: August 2014**: Action: The August minutes were approved as presented. Approval was moved by John and seconded by Vic. Consent

### **Financial Reports**: June - September 2014

**Revenue: June** (Year End): The Tax Revenue was short by \$27,222 but the Previously Levied Taxes were over the amount budgeted by \$29,516. The revenue for Siletz was also over the amount budgeted by \$1,732. **Total Revenue for June**: \$44,142. **July – September**: The carry-over for LCLD was \$43,257 more than budgeted and the carry-over for Siletz was \$4,337 more than budgeted. Through September we received \$27,764 in Previously Levied Taxes and \$4,450 in payments for the Chinook Library Network. We have already received \$3,773 more in State Forestry than was budgeted. **Total Revenue for July – September**: \$295,637.

**Expenditures: June** (Year End): We went slightly over on Benefits, \$7,612, but we did not go over the amount budgeted for Personnel. In June of each year we pay \$20,200 for support services from ByWater Solutions for Koha. We did go over a bit in the training and travel budget, \$544, but stayed within the total amount budgeted for Membership, Training and Travel. The **Total Expenditures** for the year were \$1,260,421, \$152,488 less than budgeted. **July – September Expenditures**: Most of the expenditures were regular monthly expenditures. The funds spent for Travel and Training were for Diedre and Jane attending the American Library Association (ALA) conference. We also paid \$250 in membership fees to the Special Districts Association (SDAO). The lease for the photocopier is changing from US Bank Finance to Wells Fargo. The cost of the new copier lease is less than the previous lease. Replacing the lights in the back office cost \$1,367. **Total Expenditures**: \$109,688.

**Action**: It was moved by Virginia and seconded by Vic that the Financial Reports be accepted as presented. Unanimous.

### **District Librarian's Report and Correspondence:**

#### A. Report for August – October 2014

1. Most of the report is well covered in the written report.
2. Siletz Alarm System: We have a new company for the alarm system at Siletz. Iconpro bought Power Alarm. The alarm went off on day and we don't know why.

The Company did a thorough evaluation of the system and found no problems but did make suggestions about more detectors to add. The alarm system was to code when the building was built. Diedre could not see a reason to go beyond the original equipment. The Board agreed since there are no indications of problems and the building should fall under the code at the time it was built and not newer codes.

3. Siletz Shelving: The Siletz staff, Jane and I moved the dvds at the Siletz Library so that most of the popular dvds can be seen easily from the circulation desk. The hope is to cut down on some of the theft of dvds. This was an idea presented by the Siletz staff and it seemed like a good suggestion. In the process the Native American collection was moved to a much better spot and now are very visible to library users.
  4. Siletz Circulation Clerk Position: Angelique Little, the past circulation clerk is moving out of the area so we need to replace her. The applications are due by the end of the day. Looking through what has been received so far there are some very good applications so we are sure to find someone good to hire.
  5. Courier driver: David Adolf resigned this week so we will get advertising out for this position and hope to hire someone within a few weeks.
- B. SDAO Awards and Committee information: Just wanted to point this mailing out so that people know that they can volunteer for these committees if interested.

**Public Comment:** No public present

**Decision Items:**

- A. Appointment of a Zone 1 Board member (Need to try again): The need for a Board member was part of a recent news article. No one has responded so we need to keep trying
- B. Declare Siletz computer surplus: It was moved by John and seconded by Vic to declare the computer surplus. Unanimous. A new computer was purchased for \$234 with a \$100 off coupon and a number of Staples rewards points.
- C. Board Election: It was suggested to put this on the agenda for November, when all of the Board members are present.

**Discussion Items:**

- A. Information from People for Lincoln County Libraries PAC: The article that was sent to the newspaper with information about the Library District had great placement in the *News-Guard*. Letters to the editor are going to be discussed at the next meeting. There has been a letter from the League of Women Voters and one other letter already.
- B. Report on activities at libraries in the county  
Waldport: Eye check-ups for preschooler. They had 16 kids and four of the kids that came did need some help. Jill is doing a great job with programs for kids.
- C. Items for press release and ideas for articles by Board members: send out another announcement for the Zone1 Board Member

**Professional Development:** A lot of items have been sent out to the Board during the last few months

**Set the next agenda:** Election of officers

**Next Board Meeting:** Tuesday, November 18, 2014. This meeting is on the 3<sup>rd</sup> Tuesday of the month because Veterans' Day is Tuesday, November 11.

**Adjournment:** The meeting was adjourned at 1:45 p.m.

# Lincoln County Library District

## BOARD

## MEETING

## MINUTES

Tuesday, November 18, 2014

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order:** The meeting was called to order by Chris Boyle at 1:00 p.m.

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Chris Boyle, John O'Brien and Virginia Tardaewether. Others: Diedre Conkling

**Adoption of agenda:** **Action:** Approved as presented. Consent

**Announcements from Board Members:** John mentioned that he was going to miss the next 3 meetings. The Board decided to reschedule the Board meetings for December 16, 2014, January 5, 2015 and February 24, 2015.

**Review of past Minutes:** October 2014: **Action:** The minutes were approved as presented. Acceptance moved by Virginia and seconded by Vic. Unanimous approval.

**Financial Reports:** October 2014: **Revenue:** We received \$5,984.57 in previously levied taxes and \$1.15 in interest. In November we will begin receiving this year's tax revenue. **Total Revenue:** \$5,985.72

**Expenditures:** We had the usual personnel expenditures in October with total expenditures of \$28,848.46. The copier lease is a little high with \$935 but that is because we haven't completely worked through the change in the lease from the old copier to the new one. It will all be worked out soon. In the long run we will be paying less for the copier than we have in the past. The largest of the supply expenditures was for the yearly subscription to Intuit to handle payroll, \$479. OCLC expenditures for October were \$3,463.16. We now have enough carryover in the Siletz budget to take them through most of October. We did get a new computer for the office in Siletz and paid for the computer and Microsoft Office software. \$848.80 was spent on the Siletz collection. We also had AboveBoard Electric changed two of the outside lights on the building to LED fixtures and repaired or replaced a number of interior lights and light bulbs for 651.96. **Total Expenditures:** \$36,594.53

**Action:** It was moved by Virginia and seconded by John to approve the financial report. Unanimous approval.

### **District Librarian's Report and Correspondence**

- A. **Report for October-November:** most of the information is in the written report. It has been a busy month which included the advertising and hiring of one person as a circulation clerk in Siletz, Mae Gabbert, and two library assistants/courier drivers for the us, Marianne DeTaeye and Lillian Curanzy. They are all good people but we have just started training and that takes a while. The Interlibrary Loan process is a bit complicated.
- B. **New Furnace:** The new furnace has been installed and seems to be working. The Board commented about the location of the thermostat and how the room was not being heated well because of its location. Diedre will see about getting the thermostat moved.

**Public Comment:** No public present

**Decision Items**

- A. **Election of Board Officers:** The Board election should have been held in August but it was missed so the election was held at the November meeting. **Action:** John O'Brien was elected president. Virginia Tardaewether was elected as treasurer. Chris and Virginia will continue to be the two Board members who may sign checks.
- B. **Appointment of a Zone 1 Board member** (Need to try again): Diedre needs to send out another press release.
- C. **Lincoln County Enterprise Zone Boundary Change** – We need to send in comments by December 10. Enterprise zones are not a benefit to the Library District. If a business is within an enterprise zone and does not pay property taxes for several years it is just a loss of income for us. Diedre should write a statement about this to Lincoln County.

**Discussion Items**

- A. **Election Results:** No one can believe that we won the election by about 70% of the votes. We have never won by even close to that much of a margin. The Library District is now going to be in good shape financially for the next 5 years, until the next election.
- B. **Report on activities at libraries in the county:** Toledo cut down 2 hundred year old black walnut trees that were in front of the building. They do have some artist renderings of how they might change the front of the building.
- C. **Items for press release and ideas for articles by Board members:** Thank you for election, Thanks to Jim Robinson for book drop, book drop in Seal Rock. Diedre will make a certificate for Jim Robinson.

**Set the next agenda:** No suggestions for the agenda

**Next Board Meeting:** The next Board meeting will be on Tuesday, December 16, 2014 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:55 p.m.

# Lincoln County Library District

## BOARD

## MEETING

## MINUTES

Tuesday, December 16, 2014

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order:** The meeting was called to order at 1 p.m. by John O'Brien

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda:** The agenda was adopted with Seal Rock book drop and change in Yahoogroups added. **Action:** Consent

**Announcements from Board Members:** No announcements

**Review of past Minutes:** November 2014: **Action:** The minutes were approved as presented. Moved by Chris, Seconded by Vic. Unanimous approval.

**Financial Reports November 2014:** The County deposits **Revenue:** Deposits now beginning to get this year's property taxes, \$615,306. The amount of previously levied taxes was \$3,921. I forgot to deposit last year's reimbursement for the Law Library staff person and so deposited the check for \$10,859. They do still owe for this year but haven't been billed yet. We had a donation from the Oregon Community Foundation of \$1,500. Siletz received \$3,045. Part of this was the \$2,000 reimbursement from the Siletz Valley Friends of the Library for the public computers. We also received \$965 in State Forestry funds. **Total Revenue:** \$641,663.70.

**Expenditures:** Personnel expenditures were the same as always. The postage is a bit higher than usual but this is because Diedre was catching up on past reimbursement for ILL mailings. Rent and Utilities were the same. The van fuel was for two months at \$839.29. The cost of fuel should be going down a little. OCLC expenses were \$4,841.43. Siletz Materials and Services totaled \$1,371.95. As always, most of this was for building expenses. The phone and Internet payment was for two months. The miscellaneous expense was for Groth-Gate to fix a leak near the vent area. **Total Expenditures:** \$32,669.63.

**Action:** Moved by Chris and seconded by Vic to approve the Financial Report. Unanimous approval

**District Librarian's Report and Correspondence:** The written report for November/December 2014

- A. Special Districts Association of Oregon (SDAO) Legislative Committee: One piece of legislation that we are sure will be coming up is raising the minimum wage. What is not known yet is how much this will be raised to. Everything from \$12 to \$15 is being discussed. We have always tried to pay well above the minimum wage but this change will really affect our pay schedule so we need to keep up to date with this legislation and decide how to change our pay schedule when the legislation passes. Right now the minimum wage is increasing to \$9.70 in January or around that.



- B. New Employees: All of the new employees are doing well. There are a lot of picky little parts to doing the Interlibrary Loans but everyone is learning how to handle all of these little bits and pieces. They also have a new person doing Interlibrary Loans at Toledo and we were discovering a few small errors but Jane has gone to Toledo to help them out a bit.
- C. SDAO Annual Conference: The conference is February 5 (preconference day) through February 8. Please let the Diedre know if you would like to go so that you can be registered.
- D. Safe Personnel Training: We have started using the online training sessions provided for staff by SDAO. We will get a bit of a decrease in our insurance if staff are taking these training sessions. The program sends them out a reminder about the trainings and also lets me know if the training is being done. There are good trainings for driving, sexual harassment, safety and many other things. Some of the possible training sessions really don't apply to us but there are many good ones that do apply. Staff can do the training at their own pace.
- E. Koha: We will soon have another upgrade from Koha that is to fix about 20 issues. One of the issues is how AJAX works with circulation. The change to AJAX everyone hoped would speed up circulation but circulation staff are using the system a bit differently than was anticipated so there has still been a slowdown. This has been a topic of discussion with ByWater and libraries around the country. They are trying to find a way to satisfy everyone so we will see if the upgrade helps.

**Public Comment:** No public

**Decision Items:**

- A. Appointment of a Zone 1 Board member (Need to try again): Diedre needs to get another press release sent out.

**Discussion Items:**

- A. Election Results: We received a copy of the election results from the County Clerks office but have not yet received the bill. For the first time ever the ballot measure passed significantly in every precinct. We usually lose in a few precincts.
- B. Book Drop in Seal Rock area: The book drop in the Lincoln Beach area is being used and seems to be popular and was a good public relations move as well. The Board has decided to try to find a place in Seal Rock. We will put this back on the February agenda when there is more time to look at the area and maybe begin talking to people in the area about a good location for a book drop.
- C. Change from Yahoogroups: Diedre asked if anyone would mind if we change the group email from yahoogroups to Google groups. Yahoogroups has become more and more difficult to manage. No one objected to making this move so Diedre will do it in the near future.
- D. Report on activities at libraries in the county:
  1. Driftwood Legacy Series: The annual Legacy Series is beginning on January 4 and will run at 3:00 p.m. on five Sundays in January and February. More information can be found at [http://www.driftwoodlib.org/legacy\\_pages/legacy\\_2015.htm](http://www.driftwoodlib.org/legacy_pages/legacy_2015.htm).

2. *Siletz dragon display*: There is a great dragon display at the Siletz Library. Caleb Hesse, a library volunteer, made a dragon picture, which will be a permanent part of the library and put on a wall in the children's area but is now part of the display. His cousin created a dragon mask which is on display in the display case. They have put up books and banners to add to the display.

E. Items for press release and ideas for articles by Board members: Just a reminder.

**Set the next agenda:** Nothing suggested at the meeting.

**Next Board Meeting:** The next meeting will be on Monday, January 5, 2015 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:45 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, January 5, 2015

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by John O'Brien at 1 p.m.

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda**: **Action**: The agenda was approved as presented. Consent.

**Announcements from Board Members**: No announcements.

**Review of past Minutes**: December 2014: **Action**: The minutes were approved as presented. Adoption of the minutes was moved by Chris and seconded by Vic. Consent.

**Financial Reports**: December 2014: **Revenue**: The Tax Revenue received this last month was \$360,355. We may actually receive as much Tax Revenue as was budgeted this year. Previously Levied Taxes received was \$7,233. This is close to \$4,900 over the budgeted amount. **Total Revenue**: \$367, 586.

**Expenditures**: Personnel Expenditures were the usual expenditures. The last month when we talked a bit about postage, I did not clarify that most of our postage used for Interlibrary Loans and the items are sent library rate. We don't actually spend a lot on rolls of stamps for the office but the Siletz Library uses rolls of stamps to send out overdue notices. \$530 was paid in American Library Association (ALA) membership fees for Jane and Diedre. We had our usual OCLC expenditures. We have ordered some materials for the summer reading program for \$624 and the supplies have started arriving. The Siletz Materials and Services expenditures came to \$1,673. A little over \$900 went to new materials for the library collection. We sent the first reimbursement payments for the year to all of the libraries. This first payment is always half of the amount budgeted. The furnace cost \$3,210 leaving \$423 in the Office Furniture and Equipment budget. **Total Expenditures**: \$426,129.

**Action**: Approval of the financial report as presented was moved by Virginia and seconded by Chris. Unanimous approval.

### **District Librarian's Report and Correspondence**

- A. Report for December 2014/January 2015
1. Cleaning the office: We have done a lot of cleaning in the office. This has included catching up on all filing. The computer screens on the desk are being stored to replace computer screens that die out at the Siletz Library. However, they will be moved from the desk soon.
  2. Broken Window at Siletz: A double pane window was broken at Siletz. It really doesn't seem like anyone was trying to break in. It was probably vandalism. Property damage just seems to be a constant out in Siletz. The City does not have police services other than some patrolling by the County Sheriff's Department.

**Public Comment**: No public present.

**Decision Items:**

- A. **Appointment of a Zone 1 Board member** (Need to try again): No one at this time.
- B. **Problems at the Siletz Library with Drugs:** The Board received some information earlier about the problems in Siletz. It has been expressed that the 24 hour wifi is the problem but that doesn't seem to really be the problem. People are waiting in the sheltered area away from the highway side of the building. We know that they are waiting to purchase drugs. Diedre's suggestion is to put in surveillance cameras outside the library. The Board would also like for a letter to be sent to the City of Siletz after the surveillance cameras are in place to let them know what has been done and then offer to work with the City to find more ways to reduce the drug use in the City and to support the City in any way we can.

**Discussion Items:**

- A. **Report on activities at libraries in the county:**
  - 1. Driftwood: Their annual Legacy program started this week.
  - 2. Waldport: The Lego program has had great publicity and the enthusiasm for the program just seems to be growing.
- B. **Items for press release and ideas for articles by Board members:** Create a certificate to thank Jim Robertson for letting us place the book drop on his property in Lincoln Beach. Follow this up with a press release.
- C. **Other:** There is a retirement party for Janet Webster at the Guin Library this afternoon beginning at 5:00 p.m. All Board members are invited to attend.

**Set the next agenda:** Include an update on the surveillance system and the certificate for Jim Robertson.

**Next Board Meeting:** The next meeting will be on Tuesday, February 24, 2015 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:35 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, February 24, 2015

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by John O'Brien at 1:00 p.m.

**Roll call of members and introductions** (if needed): Board Members present: John O'Brien, Chris Boyle, Vic Bucy, Virginia Tardaewether. Others present: Kirsten Brodbeck-Kenney (Driftwood) and Diedre Conkling (LCLD)

**Adoption of agenda**: **Action**: The agenda was approved as presented. Consent.

**Announcements from Board Members**: No announcements

**Review of past Minutes**: January 5, 2015 **Action**: Approval of the minutes as written was moved by Virginia and seconded by Chris. Consent

**Financial Reports**: January 2015: **Revenue**: \$52,511.78 in Tax Revenue was received. \$3,598.65 in Previously Levied Taxes was received. Payments to the Chinook Library Network were made by Clatsop Community College, Tillamook Bay Community College and Oregon Coast Community College of \$1,818. We received \$500 from the Special Districts Association of Oregon (SDAO) as longevity credit for staying in the program. We received a little more than anticipated for the Ready2Read grant, \$4,025. **Total Revenue: \$62,502.53**

**Expenditures**: The usual personnel expenditures were made. Vic asked how the new people doing the courier and Interlibrary Loan were working out. Both Diedre and Kirsten said that they were working out well and were nice people with which to work. Under the Computer Network is the payment to ProQuest for the ebrary materials in our catalog, \$8,377.68. This cost is split between the public libraries in the Chinook Library Network. The February fuel bill for the van will be a little lower but the last bill was for \$387.17. Some expenditures the ALA 2015 Midwinter Meeting include airline tickets, hotel costs and meals. A deposit was paid for hotel rooms for Diedre and Jane for the ALA 2015 Conference was also paid. The cost for the November election was \$2,173. We will also need to pay for the May Board elections. We had the usual OCLC Costs, \$3,463.16. The monthly reimbursement was made to all of the libraries. In Siletz we did have to pay for another broken window, \$765.81. The first half of the payment for the surveillance equipment at the library was paid, \$850. **Total Expenditures: \$113,795.18.**

**Action**: The financial report was approved by consent.

### District Librarian's Report and Correspondence

#### A. Report for January 2015/February 2015

1. Surveillance Equipment: It has been installed and the report from the staff is that the unanticipated result is less litter. The drug dealing seems to have moved to behind the Post Office.
2. American Library Association (ALA) 2015 Midwinter Meeting: Jane and Diedre attended. Diedre reported on several of the programs she attended.

3. Special Districts Association of Oregon 2015 Conference: Diedre attended the conference the day after returning from ALA. The handouts are all on the SDAO site.
4. Register Everyone to Vote Automatically: There is legislation that will automatically register to vote everyone getting a driver's license. This could be a problem for elections where a double majority is needed.
5. Oregon Library Association Legislative Day: OLA will be at the capital visiting legislators on Wednesday, April 29, 2015.

**Public Comment:** Kirsten gave a report about some of the things going on at the Driftwood Library. She brought in a brochure about a program at the Cultural Center that is a play based on *The Kite Runner*. The tie-in at the library includes the library having more copies of the book and will have discussions about the book. They have a new outreach coordinator who is doing outreach to the high school. It is a new program trying to boost teen involvement with the library and making the library more welcoming to teens. The City has a new city manager, Ronald Chandler, and Kirsten has been bringing him up to speed. They also have 3 new council members and a new mayor. Next year the library will be working on getting a RFID system that will include security. Kirsten is going on maternity leave at the end of June, about 6 weeks of leave. Ken Hobson will be interim director.

**Decision Items:**

- A. Appointment of a Zone 1 Board member (Need to try again) – This position will be on the May 2015 ballot. At this point we might just want to wait and see if anyone from the area is elected.
- B. Board positions up for election - All of the current members are running for re-election. The forms need to be in by March 19. Vic did ask about his position and the other Board members encouraged him to stay on. If needed later, it probably will not be too difficult to appoint a new person.
- C. Set the 2015/2016 Budget Calendar – Diedre presented a possible Budget Calendar based on what we have done in previous years. **Action:** Approved by Consent
- D. Appoint Budget Committee Members – We reviewed the list and decided to finalize the committee at the March meeting. Diedre needs to correct the length of terms. Need the correct terms for Ron Cornelius and Dick Moody. We need to contact all of the committee members and ask whether or not they want to continue to be on the committee. Also ask Ron Williams if he wants to be on the committee.
- E. Certificate for Jim Robertson – Diedre developed a rough draft for the Board to look over and add/change wording. We also need to set up a time to give the certificate to him. Some wording changes were suggested that include reading, library services and/or literacy and it was suggested to add the logo. John will set up a time to present the certificate. We would like to take a picture and send to the newspapers
- F. Book Drop for Seal Rock – Someone needs to talk with people and business owners in Seal Rock. John and Chris will schedule a time to check with the businesses

**Discussion Items:**

- A. Reimbursement for libraries in 2015/2016: The figures that were reported to Diedre seem to be pretty good. They conform pretty well to past numbers. Next year Diedre is going to ask for the statistics at the same time that everyone is putting together their statistical reports for the State Library. We also need to discuss more about counting items that aren't counted in the circulation system as being circulated to LCLD patrons, like Library2Go, uncataloged paperbacks, etc. This was the first year we didn't have more come in the previous year than anticipated. The proposed reimbursement doesn't request a return of funds from the libraries but it also means that there really is not an increase in funding for 2015/2016. The Siletz percentage was lowered by the same percentage as the fund for the other libraries.
- B. Update on surveillance system for Siletz – Diedre will check with the Siletz Valley Friends of the Library about whether or not to cover the wire and hole in the wall in the hallway. We aren't concerned about the wires in the staff office. Mae also mentioned to John that the book drop isn't completely bolted down. A vehicle ran into the box a few years ago. One of the SVFOL had said they would bolt down the book drop again but that did not get done. Diedre can check again with the SVFOL again about this.
- C. Report on activities at libraries in the county  
Siletz: John attended the Siletz Birthday party. They were giving away cake but selling books and other baked goods.
- D. Items for press release and ideas for articles by Board members: We will try to get presenting Jim Robertson's certificate in the paper.

**Professional Development:** Nothing additional

**Set the next agenda:** Should include updating the Budget Committee

**Next Board Meeting:** The next Board meeting will be held on Tuesday, March 10, 2015 at 1:00 p.m.

**Adjourned:** The Board meeting was adjourned at 2:12 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, March 10, 2015

**Call meeting to order:** The meeting was called to order by John O'Brien at 1 p.m.

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda:** **Action:** The agenda was adopted as presented. Consent

**Announcements from Board Members:** None

**Review of past Minutes:** February 2015: **Action:** It was moved to accept the minutes. Moved by Virginia, seconded by Vic. Consent

**Financial Reports:** February 2015: **Revenue:** The Tax Revenue for February was \$7,385 and revenue from Previously Levied Taxes was \$1,953. The libraries in the Chinook Library Network paid \$3,440 for the network. The State Forestry income this year is much higher than last year. In February the income from State Forestry was \$4,269 bring the State Forestry revenue for the month up to \$12,007. Siletz received \$291 from printing and copier use. **Total Revenue:** Total Revenue for February was \$17,344.

**Expenditures:** Personnel Services: All of the expenditures were the usual ones for a month, \$24,418. Materials and Services: There weren't a lot of expenditures in February. The \$295 in membership fees was for staff and Board membership in the Oregon Library Association (OLA). The \$1,169 in travel, training and registration is for some of the ALA Midwinter expenses, SDAO conference expenses and OLA Conference registration for Jane and Diedre. Our business insurance was less than anticipated at \$5,089. Reimbursement and Library Development: the cost for OCLC this month was \$4,841. Siletz expenditures for the building, supplies and collection development (see Siletz Financial Reports) was \$1,331. We also paid the second half of the cost for the surveillance system, \$850. All of the reimbursement for the month was paid to the libraries, \$65,747. **Total Expenditures:** \$105,073.

**Reimbursement to the Libraries:** The reimbursement checks go out every month between December and June. The first check has to be out by December 15 but there is not a particular date for the other checks. It partly depends on when we can get two signatures on the checks.

**iRobot** – Vic asked what iRobot is. It is a small vacuum that runs around the floor in the Siletz Library on its own when the library is closed. We started using one when the new library was opened. The thought was that since there is no janitorial staff this little vacuum might help. It does seem to keep down the dirt in the entry area, around the circulation desk, basically the high traffic areas.

**Malwarebytes** – Chris wondered what Malwarebytes is. It is a program to keep malware off of the computers. It was recommended by the person at Action Network (now CoastCom) who has worked on the Siletz computers. It is inexpensive, \$25 dollars for 3 computers, and seems to work well.

**Action:** The Financial Report was accepted as presented. Acceptance was moved by Virginia and seconded by Vic. Unanimous.



## District Librarian's Report and Correspondence:

### A. Report for February 2015/March 2015:

1. Siletz – The surveillance equipment is working well. Several small problems have been quickly taken care of because staff can so easily see what is happening outside the library. The large groups of people that were congregating outside the library, probably involved with drugs, are no longer there. There is significantly less trash. The Board again talked a bit about whether or not it was needed to keep the wi-fi on 24 hours a day. There really is no reason to turn it off since it is not contributing to the problem. If people are using phones it isn't something we can control. Wi-fi actions could actually be tracked by IP addresses, even if the Internet is being used by phones.  
We will make the videos available to the Sheriff's Department to help with the drug problem because it is illegal and is a problem for the library.  
A letter was written to the Siletz City Council about adding the surveillance system.
2. Koha Webinar: There is a new webinar being conducted by ByWater Solutions about the upgrade we will be getting to Koha 3.18. These webinars take place with people in libraries all over the country that use ByWater for service.
3. Vacation Time: Diedre will be taking vacation time to move the end of the month.

### B. Correspondence: SDIS Health and Dental Program Regional Meetings & the Best Practices Program

**Public Comment:** No public attended the meeting.

## Decision Items

- A. **Appoint Budget Committee Members**: Vic talked with Barbara Smith-Huggins and she is going to attend the meeting. Chris says that Ron Cornelius will be out of town and Dick Moody is only a maybe. A quorum of 6 is needed to pass the budget. If there are only 6 people at the meeting then everyone there must vote in favor of the budget for it to pass and no one can abstain from voting or vote no. If there are more than 6 present there is a bit more flexibility. **Action:** Ron Williams was approved for Budget Committee.
- B. **Certificate for Jim Robinson** – update on when to present the certificate – It was decided to wait until he is back in town to make the presentation.
- C. **Seal Rock Book Drop** – People who have Gingham Dog own the property and Chris and John spoke with the daughter and are waiting to hear back. They also talked with the woodcarver but he doesn't own the land.

## Discussion Items

- A. **Oregon Library Association Conference**: Any Board Members interested in attending the Oregon Library Association conference in Eugene, April 15 – 17 need to let Diedre know so that you can be registered.
- B. **Health Benefits**: New companies for health benefits through Special Districts Insurance Services (SDIS): We will not be experiencing any increase in health insurance costs this year. This is a huge change from the 10% to 15% increases we have seen for many years.

C. **Report on activities at libraries in the county:** Waldport looks like Suess Ville, Also have a writing program. Jill sent fliers with the calendars (in Wiki) Story Time Calendar and Baby Story Time

D. **Items for press release** and ideas for articles by Board members

**Set the next agenda:** No suggestions

**Next Board Meeting:** The next Board meeting will be held on Tuesday, April 14, 2015 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:45 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, April 14, 2015

**Call meeting to order:** The meeting was called to order at 1:02 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Chris Boyle, and John O'Brien. Others present: Diedre Conkling

**Adoption of agenda:** **Action:** The agenda was adopted as presented. Consent

**Announcements from Board Members:** Habitat for Humanity is dedicating a house to a family in Siletz today at 4 p.m. They refurbished a foreclosed house. Events in Waldport

**Review of past Minutes:** March 2015 – the March minutes are not available but will be available for the May meeting.

**Financial Reports:** March 2015: The Tax Revenue for March was \$32,102 and revenue from Previously Levied Taxes was \$2,502. **Total Revenue:** Total Revenue for March was \$34,608.

**Expenditures:** Personnel Services: All of the expenditures were the usual ones for a month, \$24,544. Materials and Services: There weren't a lot of expenditures in March. Under supplies we spent \$330 for materials for the Stories-to-Go kits. The final Membership Fees were paid to the Oregon Library Association for staff and Board members, \$120. Another \$35 was for the Freedom to Read Foundation. Reimbursement and Library Development: the cost for OCLC this month was \$3,463. Siletz expenditures for the building, supplies and collection development (see Siletz Financial Reports) was \$1,510. The alarm for the Siletz Library is \$75 quarterly. All of the reimbursement for the month was paid to the libraries, \$65,747. **Total Expenditures:** \$96,452.

**Action:** The Financial Report was accepted as presented.

### District Librarian's Report and Correspondence:

- A. Report for March 2015/April 2015
  1. Diedre is now all moved but not all unpacked so is mostly back at work.
  2. SDAO and SDIS had the joint Board and Trust meeting last week at Salishan. It was a good meeting. We were looking at direction for SDAO during the next few years and there was a good discussion about that.
  3. OLA Legislative Committee – we will be holding OLA Legislative Day on April 29 and the Board members are invited to attend. We have appointments all set.
- B. Correspondence: Upcoming SDAO Trainings. Diedre is going to the employment law training in May. There will be Board trainings in the summer and we should try to get the new Board member to the training.

**Public Comment:** No public

### Decision Items

- A. Certificate for Jim Robinson – update: We were able to present the certificate to a staff person, accepting for Jim Robinson this morning. A press release will be sent out soon.

- B. Health Insurance: As mentioned previously SDIS is self-insured and is switching to working with a new company. The result is that rates are going down. We were sent the SDIS Renewal and Quote. Acceptance of the insurance needs to be sent in by the end of this week. The plan is basically the same of what we had before and works well for staff. We do actually have a \$100 deductible for staff, which doesn't show in this information. We then actually pay about 80% of the amount charged to staff until the deductible is reached. This means that we actually pay less for health insurance but get the same good coverage. **Action**: It was moved by Chris and seconded by Vic that we continue with health insurance through SDIS. Unanimous
- C. Seal Rock Book Drop: John didn't hear back from the people we hoped would accept a book drop so he dropped by their business, They decided they didn't want the book drop on their property. Board members don't have time to look for another place until May.

**Discussion Items**

- A. Oregon Library Association Conference (OLA): Any Board Members interested in attending the Oregon Library Association conference in Eugene, April 15 – 17 can still register for the conference: Jane, Carol, and Diedre will be attending the conference.
- B. Sick Leave: We will need to change our Sick Leave Policy if the bill about sick leave is passed by Legislature: Legislative Update, HB 2005, SB 454: Unlike some other places we do give sick leave to full-time and part-time staff. Full-time staff currently get 8 hours a month, which can be accumulated. Part-time staff have prorated sick leave. If the bill passes all employees will get 40 hours, or more, per year of sick leave time. We do allow staff to transfer their sick leave to another employee, if needed.
- C. Report on activities at libraries in the county: Waldport has a writing contest going on. Jill also sent out the schedule of activities for the preschoolers and toddlers. Driftwood will be having a poetry program.
- D. Items for press release and ideas for articles by Board members: The picture and a press release about the Thriftway store book drop was sent to the News-Times and the News-Guard. A reporter from the News-Guard called to get more information for an article.

**Professional Development**: No additional items.

**Set the next agenda**: No items were suggested.

**Next Board Meeting**: Tuesday, May 12, 2015 is the next Board meeting. It will be held immediately following the LCLD Budget Committee Meeting.

**LCLD Budget Committee Meeting**: Tuesday, May 12, 2015 at 1:00 p.m.

**Adjournment**: The meeting was adjourned at 1:35 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, May 12, 2015

This meeting immediately followed the LCLD Budget Committee meeting. The Budget Committee meeting begins at 1:00 p.m.

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by John O'Brien at 1:55 p.m.

**Roll call of members and introductions** (if needed): Vic Bucy, Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda**: **Action**: The agenda was adopted as presented. Consent

**Announcements from Board Members**: None

**Review of past Minutes**: March 2015 and April 2015: **Action**: It was moved by Chris and seconded by Vic to adopt the minutes as presented. Unanimous

**Financial Reports**: April 2015: **Revenue**: We received \$5,393.78 in Tax Revenue and \$3,274.95 in Previously Levied Taxes. We also had payments into the Chinook Library Network of \$3,336.31. **Total Revenue**: \$12,008.33

**Expenditures**: Personnel Service expenditures were all of the usual expenditures. We have gone over a little on the copier lease but this is money that should be refunded to us. There was an additional fee from National Photocopy for service. The mileage was \$355.63. The mileage looks good now but will be less when conference travel is submitted. We may go over a bit in the postage by the end of the year. We had more ILLs than usual in support of a school class that was concentrating on doing ILLs. The \$50 is for a SDAO workshop that Diedre will be attending. We got a refund on the insurance of \$28 for the van insurance. OCLC charges were \$3,463.16. For Siletz a bit more needs to be spent before the end of the year on the collection. **Total Expenditures**: \$93,775.49

**Action**: It was moved that the budget be approved as presented by Virginia and seconded by Vic. Unanimous

### District Librarian's Report and Correspondence

#### A. Report for April 2015/May 2015:

1. **Siletz Wi-Fi**: Diedre and Virginia received phone calls from the person who has been doing some patrolling in Siletz. He is asking that the Board reconsider having the Internet available 24 hours a day. We hadn't advertised it but Carol and I have been experimenting with having the wi-fi turned off for a few hours. He called Virginia after we started the experiment. He also didn't seem to understand that the cameras cover the entire parking lot. I think he probably wanted us to pay for him to patrol the library but I told him that we did not have funds for that. Of course, the library was having problems with drug dealing right outside during the day so turning off the wi-fi at night would not have affected this. He was invited to attend the Board meeting. There will be a meeting tonight at the Siletz City Hall about safety options in Siletz. Diedre will attend the meeting as a representative of the library.
2. **SDAO Regional Meeting**: Diedre will try to attend this meeting that is being held in Tillamook.

- B. Correspondence: Postcard about the upcoming SDAO Regional meeting

**Public Comment:** No public

**Decision Items**

- A. **Seal Rock Book Drop:** Donation box near the woodcarver. We are wondering what problems are they envisioning with the book drop. We'll keep looking. John and Chris will try to check again in the next couple of weeks

**Discussion Items**

- A. **Report on activities at libraries in the county:** Vic brought the Waldport calendar of Storytimes. Waldport had a writing contest with 30 submissions. The winner got \$200 and the runner-up received \$100.
- B. Items for press release and ideas for articles by Board members: Budget Hearing. Good book drop article in both the News-Times and the News-Guard.
- C. Adding Hours to Siletz: John asked what would it cost to add hours. The main expense is for staff and there are not currently enough funds in the Siletz budget to add another staff member.

**Professional Development:** Diedre shared information from the American Library Association Office of Intellectual Freedom Blog, "Strong Passphrases for Privacy and Security" by Alison Macrina.

**Set the next agenda:** The meeting will begin with the Budget Hearing, which gives the public an opportunity to make comments about the 2015/2016 budget.

**Next Board Meeting:** Tuesday, June 9, 2015 following the LCLD Budget Hearing  
**LCLD Budget Hearing:** Tuesday, June 9, 2015 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 2:27 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, June 9, 2015

**Budget Hearing** for the 2015/2016 Budget: Meeting called to order at 1:00 p.m. by John. Meeting closed at 1:05 p.m. No public

**Board Meeting:** The meeting was called to order at 1:05 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling

**Adoption of agenda: Action:** The agenda was approved as presented

**Announcements from Board Members:** John will not be at the August meeting. Virginia will not be at the August or September meetings but can be on the phone. The Board meeting day may be changed.

**Review of past Minutes: May 2015: Action:** The minutes were approved as presented. Approval was moved: by Chris and seconded by Virginia. Unanimous

**Financial Reports:** May 2015:

**Revenue:** Tax revenue was \$4,958.67 and Previously Levied Taxes of \$2,613.68. **Total Revenue:** \$7574.85

**Expenditures:** Personnel Expenditures were the usual expenditures. The copier lease is the only area that is over because we haven't received a refund. For some reason the check for the van fuel accidentally wasn't sent but there is a check now written to cover this. Not sure how that slipped by. For Siletz the major unusual expense was to replace the very old printer, 17 years old, so we are a little over spent in Office Supplies but not in the overall budget so the Siletz budget should be fine through the end of the year. **Total Expenditures:** \$104,023.66

**Action:** Approval of the Financial Report was moved by Virginia and seconded by Chris. Unanimous

### District Librarian's Report and Correspondence

#### A. Report for May – June 2015

- Siletz Safety Meeting:** After the last Board meeting Diedre attended a community meeting in Siletz on how to address the need for police in Siletz and the basic safety concerns. It was a good meeting with really good discussion. It appears that the CTSI is willing to work with the City on funding but they can't do the funding on their own, like they did in the past. They are considering a district that would be the same area as the current Fire District and may want to have a combined district with police and fire.
- New Library Director at the HMSC:** Chris and Diedre attended a reception for the new library director, Mary Markland. We have added her to some of the discussion lists we have set up for people working in Lincoln County libraries.
- Oregon Library Association (OLA) Legislation Committee:** We discussed on bill (HB 2150) that would make summer lunches and programs available in the schools. This would include access to the school libraries. The program is a good idea but needs some further development because there are not funds for a school librarian

and opening the libraries up without library staff there could be a real problem. The bill is still in committee and there has been talk of having an interim committee to discuss. The other bill is an expansion of the Ready-to-Read grants to go up to 18 years. We don't really know why this bill has not been passed.

- 4. SDAO Board Trainings:** If we have some new Board members Diedre will let them know that we have the funds to send them to one of these trainings.

**Public Comment:** No public

**Decision Items**

- A. **Board members** – Current and changes – Vic Bucy has resigned because of his health issues. Move to accept his resignation: moved by Chris and seconded by Virginia. Consent The Board would like to make a donation to the Waldport Library in his name. It was suggested that we ask others in the libraries if they would like to donate. Jill Tierce has been contacted to get ideas for someone who might be willing to serve on the Board for Zone 5.
- B. **Approval of the 2015/2016 Budget** (LB-20, LB-30, LB-31) – **Action:** Resolution 6-15 was moved for approval by Chris and seconded by Virginia. Unanimous
- C. **Approve Board Calendar for 2015/2016** – Most of the calendar was fine but the August meeting is a problem. Since we only have three Board members at the moment all three need to be present for a meeting. We need an August meeting so that a new Board member can be appointed. The meeting was changed to August 14 but this may be a problem for Diedre. If August 14 doesn't work the meeting will be moved to August 18. We will leave the September meeting on September 8. **Action:** Approved the calendar for 2015 – 2016. Consent
- D. **Approve May 2015 Election Results:** The election results were just received today. There is someone who was elected for Zone 1, Joe Windes. Diedre will contact him. If Joe Windes decides not to serve we could contact some of the people with 2 votes and maybe have a couple of Board members meet with some of them in Lincoln City and see if there is some interest among this group. **Action:** It was moved to approve the May election results by Virginia and seconded by Chris. Unanimous

**Discussion Items**

- A. **Book drop in Seal Rock-** Chris and John visited the area again. Some of the places were closed. They are going to try again on a weekend. They haven't given up yet.
- B. **Report on activities at libraries in the county:** Summer reading program registration is underway in all of the public libraries. The first program is next week.
- C. **Items for press release and ideas for articles by Board members** – The Library District will be included in the press releases about the summer reading program. Virginia was wondering if we wanted to do a booth at the County Fair again.

**Professional Development:**

**Set the next agenda:**

**Announce next Board Meeting:** The next Board meeting will be on Friday, August 14, 2015 unless this day doesn't work for Diedre.

**Adjourn:** The meeting was adjourned at 1:53 p.m.