The Lincoln County Library District (LCLD) helps guarantee library service to all residents of Lincoln County, Oregon. The Library District has a countywide service focus that provides connecting links among libraries, individuals and organizations. The Library District mission is to stabilize, strengthen and expand information services and resources and involvement in the Lincoln County community.

Lincoln County Library District

BOARD MEETING MINUTES
Tuesday, October 9, 2018

Location: Newport Public Library

Meeting called to order by Brian Fodness

Roll call of members and introductions:
Marta West: LCLD Board Member; Zone 1
Chris Boyle: LCLD Board Member; Zone 3
Brian Fodness: LCLD Board Member; Zone 5
MaryKay Dahlgreen: District Librarian
Guest: Jed Hansen: Waldport Library Board

Past minutes for September, 2018 presented
Marta West moves to accept; motion passed without exception, motion carries

Financial Reports: September 2018

- MK introduces irregularities with bookkeeping, abbreviated versions provided
[Emily Portwood arrives to meeting]
- Discussion on whether or not detailed financial records should be provided to library board meetings. These financial reports will be available on the District website and available to all.
- Discussion about inconsistencies in QuickBooks; lack of yearly audits; lack of monthly account reconciliations
  - Accountant has been engaged to work with Bookkeeper to investigate inconsistencies in finances.
- Further discussion on budget for Accountant--$10,000 do-not-exceed agreement reached between District Librarian and Accountant

District Librarian’s Report and Correspondence

- OLA membership will now be organizational, rather than on an individual level
- Patron behavior issue at Siletz Public Library
  - Discussed amended Winter hours and staffing levels; perhaps volunteer hours can be used to increase staff representation on Winter evenings
  - Increased evening programming may also increase usage levels.
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- Siletz lighting improvements (LED upgrades) to be done by Aboveboard Electric. Estimate is $3800.00
- Siletz Friends of the Library meeting is October 18, 2018
  - MK met with SFL president to discuss door issues
  - Newport Glass has been contacted to evaluate the situation
  - Aboveboard Electric will be consulted about handicap accessible door
- MK has attended a Rotary Club meeting and will pursue membership for networking and to promote LCLD visibility
- MK is beginning to populate the new LCLD website
  - Discussion about the difference between webhosting and content management
  - LCLD website is hosted and managed by the SDAO, this subscription will ensure ADA compliance and SDAO transparency standards are met
- MK proposes future move to Office 365 from Google Suite
- MK will attend the following professional development:
  - Training on Oregon Pay Equity Law in partnership with the SDAO;
  - Risk Management training through the SDAO;
  - Oceanbooks (iii ILS) conference at Driftwood Library
- LCLD office is closed Monday Nov. 12th for Veteran’s Day
- MK has been called for Jury Duty and will follow up on reporting responsibilities as they happen

Public Comment
None

Discussion Items
- Report on activities at libraries in the county
  - Waldport
    - Successful public craft nights; increased use of eBook catalog; positive feedback from toy resources; decreased attendance at story times; Designing stages of a ‘Teen Advisory Board’ to the library; only library in the District with access to color copier
    - Discuss distribution of Waldport Monthly Reports, compiled by Library Director

Next Board Meeting: Tuesday November 13, at 12:00 p.m. at the Driftwood Public Library in Lincoln City

Adjournment