

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.

- 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