

Minutes  
Lincoln County Library District  
Board Meeting  
October 13, 2020  
12:00 p.m.  
Online

ATTENDANCE—BOARD

Marta West  
Chris Boyle  
Virginia Tardaewether  
Brian Fodness- ABSENT  
Emily Portwood-ABSENT

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board Treasurer, Marta West, called the meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There were no public present.

APPROVAL OF MEETING MINUTES

Chris moved and Virginia seconded approval of the Regular Board minutes of August 25, 2020.  
Passed unanimously.

BOARD REPORTS

There were no Board member reports.

DIRECTOR'S REPORT

Written director's report was included in packet. Siletz started offering in-person service last Tuesday, October 6<sup>th</sup>. Siletz staff created an excellent re-opening plan which is going well so far and is included in the packet. Driftwood is offering computer use, Waldport is letting people browse, Toledo is still offering curbside, and Newport will open for computer use on October 19<sup>th</sup>.

Jane and MaryKay have created an RFP for a new integrated library system that would include all of the Lincoln County libraries so we no longer have two separate catalogs. MaryKay is planning to write a LSTA grant for implementation costs.

Director provided progress toward goals in written report. She believes she over-promised when developing goals and then the pandemic created a difficult situation.

We consider it a success that we have survived another two months.

MaryKay will attend a virtual conference this week of the Association of Bookmobile and Outreach Services. She would not have been able to attend if it was not virtual.

She is also on the conference committee for the SDAO annual conference in February which will be held virtually.

## FINANCIAL REPORT

We are on track with our revenue and expenditures. We continue to depend on our cash on hand until we start collecting 2020-2021 tax revenues until November. MaryKay will create a resolution that will allow the newly elected treasurer to register with the bank for check signing when they are elected. Virginia moved and Marta seconded acceptance of the financial report. 2019-2020 audit is in process.

## OLD BUSINESS

HR Contract – Resolution #2020-10.1

MaryKay is requesting approval of a resolution to fund a \$3,100 contract with HR Answers to create components of a human resources program. Chris moved and Virginia seconded approval of Resolution #2020-10.1. Chris Boyle: Aye, Marta West: Aye, Virginia Tardaewether: Yes, Brian Fodness and Emily Portwood: Absent.

## LCLD Vision and Mission

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

Mission: The LCLD provides leadership **to ensure** equitable services and materials to the libraries and residents of the District.

Chris moved and Marta seconded adoption of the vision and mission as amended (see highlighted portion) Passed unanimously.

## NEW BUSINESS

Director Evaluation

MaryKay has included a sample position description and evaluation for discussion by the Board. However, since a contract with HR Answers has been approved, MaryKay requested waiting on an evaluation until that tool has been developed and the Board agreed.

## Draft Agreement Between Cities and Lincoln County Library District

We do not have current signed agreements with the cities and there is not the level of accountability by the cities that the Board is comfortable with. There are differences in the status of city libraries, especially Waldport and Siletz, whose residents are tax payers in both

the District and in their cities. The timeline suggested is too short for this year so MaryKay is recommending we have everything in place for the 2021-2022 fiscal year. We also need to talk about the requirements the cities have to meet in order to receive District funding and a reporting system for that. Marta offered to revise the draft so we can have it to the cities and libraries in early 2021.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday November 10, 2020 at noon at the District Office, 141 NW 11<sup>th</sup>, Newport or online.

ADJOURNMENT

Meeting adjourned at 1:15 p.m.