Minutes

Lincoln County Library District

Board Meeting

January 19, 2021

3:00 p.m.

Online

ATTENDANCE—BOARD

Chris Boyle

Brian Fodness

Emily Portwood-ABSENT

Virginia Tardaewether

Marta West

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President, Brian Fodness, called the meeting to order at 3:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There was none.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the Regular Board minutes of December 8, 2020 Passed unanimously.

BOARD REPORTS

Virginia voiced her appreciation for the help selecting materials she has gotten from the Toledo Library staff with their curbside service.

DIRECTOR’S REPORT

Siletz Library is still closed for in-person service, but they are offering curbside service. The first one-half of the distribution to our partner libraries has been delivered, the other ½ will be delivered over the next six months.

We are entering budget season and the Oregon Department of Revenue has scheduled budget trainings which I have signed up for. I will bring a budget calendar to the next meeting and the Board will need to appoint a Budget Officer, which is usually the Director. Brian brought up the discussion of biennial budgets and MaryKay will bring information on that to the February meeting.

The Director attended the Research in Public Libraries Institute in December and found it incredibly valuable and will be following up with other Oregon librarians who attended.

The Newport Library Foundation has invited the other Lincoln County libraries to participate in their everyone reads program as Lincoln County Reads! The other libraries have agreed to participate and have provided some funding. The District will be contributing $1000.00 from our annual grant from the Onedatta Fund of the Oregon Community Foundation. The book selected is *Circe* by Madeline Miller and we are arranging a virtual presentation by the author in April.

FINANCIAL REPORT

We are on track with revenue and expenditures. In checking on the OCLC expenditure it looks as if we are now on track. We have overbudgeted in a couple of areas because of the pandemic so will need to move some funding around before the end of the fiscal year. We talked about the timeline for the van purchase and decided that it needs to be purchased before the end of the fiscal year. I will report progress on van each month. Our auditor had to ask for an extension from the Secretary of State’s office which we received.

OLD BUSINESS

Director Self Evaluation

Board members received the director’s self-evaluation and were asked if there were questions. The next step is to complete review form and send to Brian for compilation. The completed evaluation will be on the agenda at the March meeting. There was a discussion of how to weight things and that may be something we change every year to assist in setting priorities.

Intergovernmental Agreements Between Cities and LCLD

Marta asked that we use a different font other than New Times Roman, suggested Ariel. There were a couple of conversations with the attorney, specifically about the unique nature of the District. She provided two options for reimbursement as an attachment to the agreement. MaryKay asked for a discussion of the agreement and an update of the timeline. Brian wanted to know who was going to apply the formula or if the District should do them. He and Marta both want a side-by-side comparison of each library. The big issue is creating the service populations and getting consensus between the libraries. Do we do this in two phases or one phase? Board members agreed that we should figure out the impact, work with the libraries, and decide on a formula before we make any changes. The current contract is still in effect until it is replaced. The director will create a timeline for the process and bring it to the next meeting.

Chris Boyle left the meeting at this point. There is still a quorum

Strategic Plan Update

MaryKay will provide an update at the February meeting which will include the discussions held at the meeting today.

NEW BUSINESS

LSTA Grant Application

We had embarked on creating an RFP for a shared system between the Lincoln County Libraries, but it has become apparent that we need to have more information about options for a shared system. MaryKay would like to put that on hold and write a grant to pay for a feasibility study that explores options for a shared system. I would ask for $30,000 from LSTA and $5,000 would be from the District. Marta moved and Virginia seconded pursuing an LSTA grant for a feasibility study. Unanimously approved.

Introduce Policies on Contracting and Financial Management

These are important policies for the District to have and the director wanted to introduce them at this meeting and then put them on the agenda for the February meeting.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Wednesday February 10, 2021 at noon at the District Office, 141 NW 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 4:20 p.m.