

Minutes  
Lincoln County Library District  
Board Meeting  
September 10, 2019  
12:00 p.m.  
LCLD Administrative Office  
141 NW 11<sup>th</sup>  
Newport, OR

ATTENDANCE—BOARD

Brian Fodness- President  
Emily Portwood (phone)  
Virginia Tardaewether  
Marta West  
Chris Boyle

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:10 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

Five members were present, quorum was established.

PUBLIC COMMENT

There were none

APPROVAL OF SEPTEMBER 10, 2019 MEETING MINUTES

Marta moved and Virginia seconded approval of the minutes of August 10, 2019. Passed unanimously.

DIRECTOR'S REPORT

Director reviewed written report. Siletz cancelled cooking class scheduled for end of August, they will reschedule. Carol and MaryKay attended the Association of Rural and Small Libraries Conference in Burlington VT. It was very valuable and the speakers were excellent. Brian and MaryKay attended the State Library Board meeting at the Newport Public Library on August 16, 2019. Proposed administrative rules for public library establishment were discussed. MaryKay took state librarian, Jennifer Patterson, to visit Lincoln County libraries on August 15, 2019. Ready to Read Grant application for 2019-2020 was submitted to the State Library, we anticipate a grant of \$4,379. Funds will be used for summer programming for libraries in the District. Erin McCusker, director of the Umatilla County Special Library District, visited at the end of August to discuss common issues and to visit libraries. Newport Public Library will have a kick-off celebration for their 100<sup>th</sup> birthday on Friday, September 14<sup>th</sup>. Plans proceed for

October 18, 2019 staff in service which will be held at the Newport Public Library. Staff and Board members from all Lincoln County libraries and Tillamook County library will attend. We will have a session about the 2020 Census at the in-service, we are working with Jim Graham who is the partnership specialist for this area for the US Census Bureau. Attending Siletz City Council has been valuable for insight into the city and raises the profile of the Siletz Library. Good opportunity to make connections with other service agencies.

#### FINANCIAL REPORT

Revenue and expenditures by month and to-date can be run in QuickBooks the day before the meeting and be up to date. The large amounts in misc. income and taxes are due to our retirement issue. I discovered that I had not taken the 4% pay increase I was given in April so we made that up in my September check. Accounting services bill included 2016-2017 audit cost. Postage has gone down significantly since we stopped doing ILL for Driftwood. Discussed electric bill in Siletz. All furniture from Oregon Corrections Enterprises has arrived and been paid for. Delivery and set up was very well done and MaryKay sent a thank you to them. Chris moved and Marta seconded to accept the financial report, passed unanimously.

#### OLD BUSINESS

##### Retirement Program

MaryKay updated progress on retirement program issue.

##### Audits

17-18 audit has been completed (each member received a copy) and submitted to Secretary of State. Paul of Isler CPA and his staff will be on site to work on the 2018-2019 audit which is due by December 31, 2019. There is a fee for submitting the audit to the Secretary of State which is \$250 per audit.

##### Board Practices Assessment

This was discussed at the last meeting and MaryKay will respond to the person who provided the report. The value of the Board training that we attended in August was discussed and we agreed that SDAO trainings were very valuable.

#### NEW BUSINESS

##### District Librarian Annual Evaluation Process

There was a discussion of the evaluation process used for the 6-month evaluation and how to move forward with the annual evaluation process. Chris noted that we have been doing a lot of clean-up rather than regular librarian duties. Virginia noted that she is interested in hearing how the director plans to move forward. Brian commented that raises need to be based on something concrete. MaryKay would like to use the performance-based job description and evaluation process from the Umatilla County Special Library District. Emily suggested that an evaluation was necessary. MaryKay suggested that she do a self-evaluation, send out to Board, and then discuss at the next meeting. Emily was concerned about approving a salary increase with such an abbreviated process and just self-evaluation and feels that it should be a more

formal process. MaryKay suggested a candid discussion at the next Board meeting and then beginning to set goals. It was decided that MaryKay will do a self-evaluation and send it out before the next meeting, put it on the agenda, and discuss at the meeting.

#### Notary Public Policy Resolution

Brian agreed that providing notary public service in Siletz is important. Brian was concerned about charging a fee. Virginia disagreed. Marta expressed concern that the list of things we won't notarize leaves nothing for a notary to do. As did several other Board members. Marta wondered about "bonding". MaryKay suggested tabling the motion and she and Siletz staff will do more research and bring it back to the next meeting. Chris moved that we table the Notary Public Policy, Virginia seconded. 4 votes yes, Emily abstained.

#### GOOD OF THE ORDER

Chris will not be at the meeting in October.

#### NEXT DISTRICT BOARD MEETING

Tuesday October 8, 2019, 12:00 p.m. Lincoln County Library District Administrative Office.

#### ADJOURNMENT

Meeting adjourned at 1:25 p.m.