



**LINCOLN COUNTY
LIBRARY DISTRICT**
Lincoln County Library District Board
Regular Meeting
Tuesday November 11, 2020
12:00 p.m.
Online
Agenda

| | | |
|-------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------|
| Work Session on Strategic Planning | | Darci Hanning-State Library of Oregon |
| See attached agenda | | |
| Call Regular Meeting to Order | | President |
| Approval of the Agenda | | President |
| Topic | Lead | Purpose Outcome |
| Public Comment | President | Anyone may speak at this time |
| Minutes Board Meeting Minutes October 13, 2020 | President | Approval |
| Reports | | |
| Board Reports | Board Members | Information |
| Director's Report | Director | Information |
| Financial Report | Director | Acceptance |
| Old Business | | |
| New Business | | |
| Check Signature Process- Resolution #2020-11.1 | Director | Adoption |
| Grant for E-Resources- Resolution #2020-11.2 | Director | Adoption |
| Serve as Fiscal Agent for Waldport Public Library Grant-Resolution #2020- 11.3 | Director | Adoption |
| Next District Board Meeting December 8, 2020, noon LCLD Administrative Office OR Online | | Information |
| Adjourn | President | Motion |



Lincoln County Library District Board
Strategic Planning Work Session
Tuesday November 11, 2020
12:00 p.m.
Online

Agenda

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|-----------------------------------|-----------------|
| Introductions/Review Agenda | Darci & MaryKay |
| Strategic Planning Process | Darci |
| LCLD Vision and Mission | MaryKay |
| Break | |
| Potential Focus Areas | MaryKay |
| Focus Area Discussion | Darci |
| Break | |
| Online dot voting tool intro | Darci |
| Priority Selection via dot voting | Group |
| Results of Dot-Voting | MaryKay |
| What is a goal? | Darci |
| Draft goal examples | Darci |
| Next Steps | MaryKay |
| | |

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 6th. 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 19th.

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 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 1:15 p.m.



District Librarian's Report
November 2020

General Updates

Limited open hours and patron access began on October 6th at the Siletz Library and business has been steady.

The courier will be running 5 days a week again. We had cut back to 3 days per week but with the libraries opening on a limited basis it was decided to resume our regular schedule.

Successes

The Lincoln County Library District received a CARES Act grant through the State Library of Oregon and will be using the \$3,187 to purchase a two-year subscription to TumbleBooks, electronic books for youth.

The Waldport Public Library received a CARES Act grant through the State Library and has asked LCLD to be the fiscal agent to streamline the process.

Upcoming

- Meeting of Chinook Library Network on November 5, 2020 to discuss the RFP for a new integrated library system. We are including Newport Public Library and Driftwood Public Library staff in anticipation of a shared system.
- Advocacy presentation for Umatilla County Special Library District staff in-service on November 6, 2020.
- Working on conference committee for SDAO Annual conference (virtual) to be held in February 2021

RESOLUTION No. 2020-11.2
RESOLUTION AUTHORIZING EXPENDITURE OF A GRANT FROM
THE STATE LIBRARY OF OREGON TO PURCHASE ELECTRONIC
RESOURCES

WHEREAS, Lincoln County Library District (LCLD) adopted its fiscal year 2020-2021 budget on June 9, 2020 and

WHEREAS, LCLD has received approval to be reimbursed for a two-year subscription to TumbleBooks, a collection of e-books for youth, available to public libraries in the Chinook Library Network with a \$3,187 grant from the State Library of Oregon; and

WHEREAS, in accordance with ORS 294.338 (2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended with Board authorization;

Now, therefore be it RESOLVED, that LCLD is authorized to receive reimbursement of up to \$3,187 in FY 2020-2021 for a two-year subscription to TumbleBooks.

Adopted by the Board of Directors of Lincoln County Library District this 10th Day of November, 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director

RESOLUTION No. 2020-11.1
RESOLUTION AUTHORIZING CHANGES TO BANK ACCOUNT
SIGNATURE AUTHORIZATION UPON ELECTION OF NEW
PRESIDENT AND TREASURER

WHEREAS, Lincoln County Library District (LCLD) Board holds an election for President and Treasurer at the first monthly meeting of each fiscal year; and

WHEREAS, those individuals need the authority to endorse checks and make deposits, sign checks, withdraw funds, and otherwise operate the account on behalf of LCLD; and

Now, therefore be it RESOLVED, that the President and Treasurer of LCLD are authorized and directed to change the signatures at U.S. Bank on the LCLD checking and money market upon election to those offices at the first monthly meeting of each fiscal year.

Adopted by the Board of Directors of Lincoln County Library District this 10th Day of November, 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director

RESOLUTION No. 2020-11.3
RESOLUTION AUTHORIZING TO SERVE AS FISCAL AGENT FOR
THE WALDPOR T PUBLIC LIBRARY

WHEREAS, Lincoln County Library District (LCLD) adopted its fiscal year 2020-2021 budget on June 9, 2020 and

WHEREAS, LCLD has agreed to serve as fiscal agent for the Waldport Public Library for a grant of \$4,233 from the State Library of Oregon; and

WHEREAS, in accordance with ORS 294.338 (2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended with Board authorization;

Now, therefore be it RESOLVED, that LCLD is authorized to serve as fiscal agent for the Waldport Library for the \$4,233 grant from the State Library of Oregon.

Adopted by the Board of Directors of Lincoln County Library District this 10th Day of November, 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director

