

Lane Library District

Regular Board Meeting Minutes

Monday, January 25, 2021, 5:00 pm via Zoom Meetings (due to COVID-19 Pandemic restrictions)

Attending: Board Members: Sue Bowers, Eric Cullander, Shirley Griffith, Barb Jenkins, Erin Weatherly; Su Liudahl, Library Director and Board Secretary; and Nick Caum, Youth Librarian. No public present.

Sue B. convened the meeting at 5:04 PM.

Public Input: None

Consent Calendar (attached): Eric C. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented. Shirley G. seconded. The motion passed unanimously.

Financial Report (December): Su L. pointed out that the auditors had provided the beginning fund balances but she will have to wait until the audit is complete to give a full explanation of the discrepancy between her estimates and the actual amount. Shirley G. moved to approve the financial report as presented, Erin W. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. reported that she has a newsletter ready to go out as soon as the Springfield IT person provides an email list. She also reported that Coffee & Books is up and running again and she has invited others to fill out an online form to join new book groups. Nick C. told us about an idea for offering "Blind Date with a Book" for Valentine's Day with the teens helping to wrap books—perhaps using donated books from the Friends. Su L. is also considering starting a garden club.

Assistance to School District: Nick C. explained that he is in the middle of coordinating the Readathon now and about \$1,000 has already been pledged. He also reported that a preschool that used to attend Storytimes has joined in on his virtual Storytime every week and some new families have also joined.

Audit Update: Su L. reported that she was told that the audit is almost complete and hopes to present it at the next meeting. The auditors received approval from the state to submit our audit after the deadline due to state-wide challenges from the pandemic and wildfires.

Employee Handbook: The Board reviewed some changes made at the last meeting and after further discussion agreed to keep coverage equivalent to OFLA/FMLA with wording that clarifies that we are providing it even though we are not required by law to do so.

A sentence was removed from the Drugs and Alcohol section and Su L. will determine our insurance deductible amount and insert it into the last paragraph of that section. Su L. will also check on the legalities of restricting employees with concealed carry permits from carrying a firearm in the library. If it is allowed to restrict them, we will delete the reference to customers and vendors along with the sentence about having a firearm in personal vehicles but will keep the rest of the policy. We will follow up at the next meeting.

In the Separation from Employment – Resignation section we agreed to delete the last sentence from the paragraph and change it to request notification 30 days in advance of last day. In the Job Elimination, Reduction of Work Hours section it was agreed that in the case of a layoff we should provide limited re-employment rights for a period of eight weeks.

Su L. will make the agreed-upon changes and update page numbers and formatting so final approval may be considered at the February meeting.

Strategic Planning - SWOT Analysis: Sue B. led the group through a short exercise using the SWOT Analysis worksheet. Board members shared their thoughts on the library's opportunities, weaknesses, and strengths. Each Board member will send their worksheets to Su L. and she will compile the results and send them out to everyone.

New Business

Agenda Items for Next Meeting: Same as this month except we hope to have the final audit report and to be approving the Employee Handbook.

Announcements:

Erin W. announced that she has been hired as a full-time instructor at Oregon Connections Academy.

Meeting adjourned at 6:30 pm.

The next regular meeting will be Monday, February 22, 5:00 pm.