

Lane Library District

Regular Meeting of the Lane Library District Board of Directors and Local Contract Review Board

Tuesday, February 27th, 2024, 5:00pm at the Creswell Library.

Attending: Public: None; Board Members: Andrew Morgan, Vicki Hemphill, Lisa Linnell-Olsen, Nick Caum, Director. Eric Cullander was absent.

Regular meeting of the LLD Board of Directors and Local Contract Review Board convened at 5:02pm by Erin W.

Public Input: None

Locke Bielefeldt, Willamette Wealth Partners Q&A: Locke talked about the library's current 457 plan and how Willamette Wealth Partners is not able to continue managing the plan. The board asked questions about how best to proceed forward. The options come down to switching plans and staying with Locke or finding a new advisor to handle the 457 plan. The 457 is a good plan for library employees but finding someone to manage the plan for a reasonable price will be the challenge. The board instructed Nick C. to look for a new advisor. The second option is to switch to a Simple IRA. Locke offered to help with the search.

Consent Calendar: There was a discussion of the statistics. Nick C. noted the absence of the Door Count statistic for January. The library got a new door counter. Unfortunately, the numbers got messed up during the switch. No changes were made to any of the consent calendar items. Lisa O. moved to accept the consent calendar as presented. Vicki H. seconded. All present voted in favor. The motion passed.

Financial Report October: Lisa O. reported that the reconciliations all look good. There were no concerns with the financial reports. Lisa O. moved to accept the financial reports as presented. Andrew M. seconded. All present voted in favor. The motion passed.

Old Business

Front Porch: Nick C. checked in with the District's lawyers to confirm how the amendments to the Public Contracting Rules will impact the awning project. The library is now allowed to direct award up to \$25,000. The library will be allowed to reach out to anyone, including previous bidders, to direct award to them. The board instructed Nick C. to reach out to ES&A, the lowest quote for the awning, to have the project quoted again.

Public Contracting Rules Update Adoption: Nick C. made a mistake on the agenda at the previous board meeting that made it impossible for the board to adopt the changes to the Public Contracting Rules. However, at the last meeting, they discussed the changes. There was minimal discussion at this meeting before Vicki H. moved to adopt Resolution No. 2024-01 on behalf of Lane Library District and on behalf of the District's Local Contract Review Board. Lisa O. seconded. All present voted in favor. The motion passed. Erin W. signed resolution 2024-01.

Circulation Policy: The board reviewed the most recent draft of the Library Use and Circulation Policy. There was a lot of discussion about removing fines from library materials. All of the board was in favor of reducing fines as much as possible while still finding a way to encourage people to return overdue materials. Andrew M. moved to adopt the revisions to the Library Use and Circulation Policy with

discussed expansion to the table detailing fees for games. Lisa seconded. All present voted in favor. The motion passed.

New Business

Additional Shelving Installation: Nick C. has been assessing the library space and the extra shelving stored in the library annex. Nick C. is looking to add a small amount of shelving on either side of the program room doors and in the northeast corner of the children's section. Having the shelving installed isn't overly expensive and the library owns the shelving already. The big cost will be the purchase of end panels. The Friends of the Creswell Library have pledged \$1000 to the project. The board approved adding the shelving. Lisa O. moved to authorize Nick C. to spend up \$3500 (including the Friends funds) to add the additional shelving.

Old Schoolhouse Update: The Old School House has been renovated and ownership is being passed to Creswell First!. Creswell First! has approached the library about helping to manage the space. Nick C. is meeting with Su L. from Creswell First! to learn more about how that will work. Nick C. will also be checking in with library staff to learn about their experiences providing a similar service for the community center. Lisa O. brought up the issue of developing policy for managing the schoolhouse space. Nick C. stated that would all be on Creswell First! but that the library would be happy to provide input. Vicki H. suggested tracking staff time spent managing the schoolhouse space. Nick C. will facilitate this when the time comes. Lisa O. and Vicki H. wondered if the increase in work could necessitate an increase in hours. Andrew M. pointed out that the library should be receiving something in exchange for managing the space. Nick C. said that his understanding was that the library would be able to use the space. There are no clear parameters for that use at this time. Nick C. will update when he has more information.

Bylaw Review Introduction: Nick C. presented the board with the current bylaws. He met with the newest SDAO consultant who specializes in special district libraries. She said the bylaws are completely fine the way they are but provided several suggestions to make them stronger. Nick C. provided those to the board as well. Nick C. stated that he did not anticipate any action on this tonight but was providing the information for review over the next month. The board went through each suggestion, all relatively minor and decided to adopt immediately. After discussion, Lisa O. moved to accept the proposed new bylaws with the revisions suggested by the SDAO consultant with 4 days notice for bylaw changes. Vicki H. seconded the motion. All present voted in favor.

Next Meeting Agenda Items: New and Old business uncompleted to remain. No expected additions.

Meeting adjourned at 6:44pm by Erin Weatherly.

The next meeting will be on March 19th, 2024, at 5:00pm at the Creswell Library and via Zoom