

Lane Library District

Regular Board Meeting Minutes (final)

Monday, December 28, 2020, 5:07 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 5:07 PM.

Public Input: None

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

Financial Report (November): Eric C. moved to approve the financial report as presented, Shirley G. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. reported that she prepared a web form and flyer to introduce a new Book-a-Librarian service where people can set up appointments for reading advisory, reference, tech help, etc. She will also start a virtual Coffee & Books next week. There was discussion about how we may need to reframe our discussion of reopening based on new findings about how the virus spreads. Sue B. also noted that we need to do a much better job of getting the word out about our services. Su L. outlines the new newsletter service that is available through our website provider and discussed how we might use it. Eric C. mentioned that we may be able to send something out through the school's distance learning communication system. Nick C. was already working on something along those lines and will investigate adding more information about our services.

Assistance to School District: Nick C. was able to do a classroom visit last month and enjoyed making the connection with students. He has been working with Creslane on the details of the Readathon which he will run for their students. It will take place from January 15 to February 15.

Employee Handbook: The Board was able to finalize most of the changes before the "leave" section, except for a couple of changes Su L. will make before the next meeting. The Board agreed by consensus to eliminate the reference to an employee's own legal proceedings from the Civic Duty Leave section and rework it to show that the District will pay employees while they serve as a juror or witness. The changes in Crime Victim's Leave and Domestic Violence Leave were approved with the changes made from the last meeting. In the section on Bone Marrow Donor Leave Su L. will add wording to clarify that employees can either use accrued paid leave or take unpaid time off. It was decided to keep the Uniformed Services Leave section but not to include the Oregon Military Family Leave section.

After discussion about Family and Medical Leave, everyone agreed to read that section and the one on Personal Leave before the next meeting so a decision can be made about whether to offer either or both. Board members will also come ready to discuss the Health and Safety section of the manual.

New Business

Strategic Planning: Sue B. suggested that those who are able may want to attend the SDAO conference the first week in February which includes a session on Strategic Planning. Then we could schedule a strategic planning session in late February. Su L. will send out registration information. Eric C. suggested that we may

want to do the Strengths/Weaknesses/Opportunities/Threats (SWOT) assessment at the January meeting. Su L. will provide a worksheet for that with the January Board Materials.

Agenda Items for Next Meeting: Same as December, along with the SWOT assessment.

Announcements:

No upcoming events. Barb J. shared that she plans to retire from the Board at the end of her term (June 30, 2021) so will not run for reelection. Eric C. and Shirley G. are also up for reelection this year. The deadline to file for the May 18 election is March 18.

Meeting adjourned at 6:32 pm.

The next regular meeting will be Monday, January 25, 5:00 pm.