

COOS LIBRARY BOARD
Meeting Minutes - Draft

April 9th, 2020 - 2:00 PM - Coos Bay Public Library

Attending:

Board Members - Doug Wuerth (pos. 2), Carol Ventgen (pos. 3), Frances Smith (pos. 1), Laurie Nordahl (ViceChair, pos. 4), Tara Johnson (Chair, pos. 7), Horty Joyce (pos. 6)

Librarians- Shanna Allen (Myrtle Point), Sami Pierson (Coos Bay), Christina Coffman (Coos Bay), Betty Vaughn (Dora), Joanie Bedwell (Powers), Haley Lagasse (North Bend), Jennifer Croft (Bandon)

Administrator-Stacey Nix (ESO)

Guest - Nichole Rutherford (City of Coos Bay Finance Director), Tyler Greene (Executech)

The meeting was called to order at 1:10pm. No introductions. No minutes to approve.

Stacey Nix gives a brief description of changes in the budget from the previous fiscal year. The increase for the contingency was due to make sure we have enough funds to cover our expenses from the start of our fiscal year till we receive the first check from the county in Nov/Dec. The funds ESO will need from the county is higher this year because last year was so low, thus causing the carryover to also be low.

Request from Sami Pierson to go over contractual. Stacey Nix talks about the increase in account services and supervision by the City of Coos Bay went up due to the contract we have with them. OCLC went down last year. After doing a monthly breakdown plus annual fee it is back up to \$36,000. Orbis was increased slightly just in case there are any increases. Backstage was increased because of the need to do Authority Control for our entire catalog. AC has not been completed since 2016. Initial AC is higher in price due to them starting over. We will continue to do it every 6 months or so in order to keep everything concise. Exectech IT services is for them to host our servers. Dito, our Google Suites host, was budgeted low last year. It was increased based on what we pay them monthly. Cybrarian was based off of the monthly breakdown. Edtech services, E-Rate, is the company we go through to get our discount for being libraries off of our internet. \$10,000 set aside for new digital resources. Funds added for Bandon as the transfer site for material for the Coos and Curry couriers.

Jennifer Croft has a question about the difference between the contingency and the carryover, and where those funds come from. Stacey Nix explains that the contingency is what rolled over from the last budget year, also known as the Unappropriated Ending Fund Balance. In the past the Contingency was a lot larger than last FY. Thus causing the Carryover to be smaller, and causing ESO to be in a danger zone for having enough funds to make it through to the first payment from the county in Nov/Dec.

Laurie Nordahl asked for an explanation on why the insurance is so much higher than last FY. Stacey Nix explains that the insurance is the same as years past and that it appears that there was a mistake in last year's budgeting that caused it to be budgeted at \$4,000 and not \$14,000, as we have already elapsed that amount this FY. Stacey Nix points out that we are currently 20% over last year's budget in Materials and Services, due to last year's budget being a little to conservative.

Betty Vaughn asked if the new eResources part of the budget was for Westlaw Legal Forms. Nix confirms that is the main thing that has been being discussed for the use of those funds.

Betty Vaughn has a question about the library books and records. Vaughn wanted to know if that amount was appropriate now that ESO is not going to be considered a library. Nix states that the funds for physical books could be adjusted, however ESO does still have a small collection of Large Print books and A/V materials. Nix also states that this portion of the fund can also be used for digital content on OverDrive. Tara Johnson suggested leaving it as is, and if not used reassess down the road as we are in unsure time right now.

Tara Johnson entertains a motion to approve the budget. Laurie Nordahl moves that we adopt the 2020-2021 budget as presented. Doug Wuerth seconded the motion. Horthy abstains from the vote due to not being able to hear the whole budget presentation. All other board members vote yes.

Meeting adjourned at 1:28pm.