



Coos Library Board Meeting Minutes
3:30-5:30 pm, August 24, 2017
Coos Bay Public Library

ATTENDANCE:

Board members: Tara Johnson, Doug Wuerth, Carol Ventgen, and Frances Smith.
Directors: Barbara Caffey, Anne Conner, Gary Sharp, Rosalyn McGarva, Linda Kirk, Joanie Bedwell, Sami Pierson, and Jennifer Croft.

I. Call to Order

Tara Johnson, Board Chair, called the meeting to order at 3:30 pm. Jennifer Croft was welcomed as the new ESO director, and introductions of all attendees were made.

II. Reports

A. Chair - Reported briefly on a meeting she attended with Doug Wuerth, County Commissioner Melissa Cribbins, and the acting Coos County Attorney Steve Stulchik regarding the role and authority of the library board. At this meeting, it was confirmed that the Coos County Library Board's role is to pass information up to the Commissioners when necessary, and has decision making authority in all typical operational scenarios. The Commissioners would prefer to be left out of the management of the library district, but will make themselves available if assistance is needed. It was further specified at the meeting that the Master Plan is the Commissioners' responsibility, while the Bylaws are the responsibility of the library board.

B. ESO Director

1. Neal Goodwin, the new Courier Driver has taken over the regular courier route. Thank you to Chad Brownson, and Kimberly Kramer for stepping up and managing the route, and training the new driver.

2. ESO Director proposed a supplement to the 2017-2018 ESO Budget, asking for a transfer of \$235,000 from the \$400,000 in the carryover/reserve fund. Of that, \$200,000, \$35,000 to be allocated for item B.3. as described below. to be used to strengthen internet speed to the libraries, and 35,000 to be allocated for item 3., the new ESO vehicle.

3. Request to purchase a new ESO vehicle.

a. After discussion of the necessity and usefulness of obtaining a new crossover-sized vehicle, the CLB determined that it is economical and desirable. Doug Wuerth moves to authorize the ESO to purchase a vehicle, seconded by Carol Ventgen, approved unanimously.

4. & 5. ESO Director described the change of focus from our internal network to externally hosted servers. This will free the time of our current IT employees to focus on serving the libraries rather than maintaining servers. Please see the enclosed memorandum dated June 13th for a full description of the benefits of this move.

a. Carol Ventgen moves to recommend transfer of \$162,751 from contingency to capital outlay with the common understanding that the funds not go to pay for

the peripherals that are the responsibility of the individual libraries (ref: Master Plan, pg.6, section 8.1.3). Seconded by Frances Smith and approved unanimously.

b. Joanie Bedwell requested to know the monthly cost of G Suites. For 150 user licenses, the cost is \$1125 per month.

c. Linda Kirk requested to know how much money has been spent on the migration so far. ESO has gotten 2 invoices for the migration services to date, amounting to around \$6,000.

III. Old Business

A. Non-resident library card

1. The formula adopted for non-resident library usage was based upon an average of the amount of property tax paid by Coos County residents on (residential improvement property values X the percentage allocated to the library district) divided by the number of residential properties. This amount averaged out to \$97 per year, which is rounded to \$100, per year, per family, for non-resident library access.

2. Doug Wuerth requested information about how many out of county users have paid the fee to access services. There are a total of 13 families most of them from Reedsport, paying the fees through North Bend library.

B. Coos/Curry integration - The board requested information on how many items are shared between Coos and Curry counties. ESO created a spreadsheet that breaks down the items shared from month to month. The spreadsheet will become a regular part of the reports the ESO Director hands out at the Directors' meetings.

IV. New Business

A. After the discussion mentioned above (II.2.B.4&5.) by the ESO Director regarding the need to move towards a more secure and eventually more economical technology solution. The board had given prior approval by phone for the ESO Director to contract for GSuite services. Doug Wuerth moved the board ratify the earlier online vote to approve said contract. The movement is seconded by Frances Smith and is unanimously approved.

B. The board would like to know what the directors think about people counters. The directors are generally happy with them and think generally they provide a good indication about the amount of patrons using the libraries. There were some concerns however, that the numbers sometimes overestimate actual use, and they sometimes malfunction.

C. It was noted that there are several vacancies on the Board. There is a process involving approval by the cities, and the ESO Director should advertise the vacancies in the newspapers. The vacant positions are one from North Bend, and two from small cities/Dora.

V. Library Directors' Reports

A. North Bend - Busy with summer reading and other programs. The flag is stuck at half mast because the cable is all tangled up and they're working on getting it straightened out.

B. Coquille - Great, fun summer reading program, looking for grants for their new library.

C. Dora - Steve Laird led a program on drones that the children enjoyed. Betty Vaughn has just finished her last treatment and is hoping to feel better in the next 6 months or so. Circulation has been down.

D. Powers - Busy with summer reading and providing lunches to children. SWOCC just gave them some material donations, and they got another donation to purchase some books in memory of one of their patrons.

E. Bandon - Summer reading, and they had their yearly snail race where a good time was had by all. Adult summer reading program is popular because of prizes donated by local business. Donations are coming in for staff picks. In September Bandon library will have it's 103rd birthday party. Repurposed a 150 year old table from Multnomah county library into 3 new tables for the library.

F. Myrtle Point - Foundation picnic in the park, well attended. Hot dogs provided by Northwest Natural. Summer reading is finished, had a good turnout. They all had fun at the fair, and they have new tables everyone is very happy about. Unfortunately they didn't have eclipse glasses delivered until the day after the eclipse.

G. Coos Bay - They had plenty of eclipse glasses.

H. Lakeside - Had an eclipse party with Moon pies, & etc.

VI. Announcement: November 3, 2017 is the 25th anniversary of the CCLSD

It's a great opportunity to create some buzz!

VII. Next Meeting - November 16 at 3:00 pm in Coos Bay (Later changed to North Bend)

VIII. Adjournment - 5:30 pm.

Handouts provided

1. Memorandum from June 13, 2017 from the ESO Director, Jennifer Croft, to the library Directors regarding CCLSD IT changes.

2. Spreadsheet detailing the amount of items shared between Coos and Curry counties.