



**Lincoln County Library District Board Regular Meeting
 Wednesday October 16 2024
 132 NE 15th & Zoom
 Newport, OR 97365**

Agenda		
Call Regular Meeting to Order	President	
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes September 11	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Bryan's appraisal	President	Approval
Goals for 24-25	Director	Discussion and approval
Strategic Planning dates	Director	Discussion
New Business		
HB 2085 – Public Meetings training	Director	Information
Meeting day change?	Director	Discussion
Good of the Order		
Next District Board Meeting November _____		Information
Adjourn	President	Motion



**Lincoln County Library District Board Regular Meeting Minutes
 Wednesday September 11 2024
 132 NE 15th & Zoom
 Newport, OR 97365**

**Present: Chris Boyle (Chair), Carla Clark, Virginia Tardaewweather (zoom), Bryan Miyagishima (secretary), Christopher Davis (guest)
 Meeting called to order at 10:06AM**

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes July 10 2024	President	Approval Motion by Virginia, Second by Carla, approved unanimously
Reports		
Board Reports	Board Members	Information The Siletz Library mural unveiling will take place on September 12 at 4PM.
Director's Report	Director	Information
Financial Report	Director	Acceptance Motion by Carla, second by Virginia, accepted unanimously
Old Business		
Bryan's appraisal	President	Approval Tabled until next board meeting. Bryan will reformat document for signing prior to next meeting.
Goals for 24-25	Director	Discussion and approval Tabled until next board meeting. Discussion will take place concurrent with appraisal.

Strategic Planning update	Director	Information Bryan will be meeting with Erin McCusker and will provide a range of dates for November.
New Business		
Update on Migration Project		Christopher Davis presented an update on the committees that he is putting together. Bryan is waiting on paperwork from Newport and Lincoln City libraries before the vendor can schedule a migration kickoff meeting.
Good of the Order		
Next District Board Meeting October 9 2024		Information
Adjourn	President	Motion
		Meeting adjourned at 11:27 AM

October 2024 Financial Report

Checking account (10/10/2024)

\$28,144.77

Money Market account (10/10/2024)

\$5,399.90

Oregon LGIP

October 2024: \$478,852.06

October 2023: \$323,855.15

Payroll

August (reflected in September activities): \$25,565.06

September (not reflected in activities sheet): \$26,732.74

Upcoming major expenditures (besides payroll/benefits)

Overdrive (ebooks): \$6404 (already paid – will be reflected in October activity)

Isler CPA: \$2500

Lincoln County Library District

Statement of Activity

September 1 - October 1, 2024

	TOTAL
Revenue	
4000 Revenues	
4080 Siletz	
4082 Siletz-City of Siletz	4,000.00
4084 Siletz-Miscellaneous	70.00
Total 4080 Siletz	4,070.00
4106 Property Tax Revenue 22-23	1,568.73
4107 Property Tax Revenue 23-24	4,906.41
4800 Interest Income	2,290.56
4900 Miscellaneous Income	43.74
Total 4000 Revenues	12,879.44
Total Revenue	\$12,879.44
GROSS PROFIT	\$12,879.44
Expenditures	
5000 Personnel Services	
5100 Salaries and Wages	25,565.06
Total 5000 Personnel Services	25,565.06
5200 Payroll Taxes	1,669.89
5250 Payroll Fees	208.31
5300 Employee Benefits	
5305 Health Benefits	14,729.68
5310 Retirement Benefits	928.26
Total 5300 Employee Benefits	15,657.94
6000 Materials and Services	
6010 Professional Services	
6011 Accounting Services	1,950.00
Total 6010 Professional Services	1,950.00
6030 General Office Expenses	
6031 Office Supplies	63.00
6032 Office Equipment	5.99
6033 Online Expenses	72.00
6040 Copier Lease	195.00
6060 Postage	73.00
6070 Public Relations	34.94
6075 Rent and Utilities	
6077 Maintenance and Supplies	187.33
6080 Telephone and Internet	278.96
6082 LCLD Water	97.67

Lincoln County Library District

Statement of Activity

September 1 - October 1, 2024

	TOTAL
Total 6075 Rent and Utilities	563.96
6105 Vans	
6106 Fuel	239.24
6107 Maintenance	497.68
Total 6105 Vans	736.92
Total 6030 General Office Expenses	1,744.81
6300 Travel/Training/Membership	
6320 Registration/Training/Travel	36.48
Total 6300 Travel/Training/Membership	36.48
6500 Reimbursement/Library Development	
6520 Library Development	62,765.91
6550 Siletz	
6551 Materials, Supplies and Services	96.37
6554 Siletz Electricity	201.72
6555 Siletz Collection Development	786.64
6557 Siletz Copier Lease	40.00
6558 Siletz Internet and Phone	162.77
6559 Siletz Gas	214.21
6560 Siletz Alarm	88.56
6562 Siletz Repair & Maintenance	120.00
Total 6550 Siletz	1,710.27
Total 6520 Library Development	64,476.18
Total 6500 Reimbursement/Library Development	64,476.18
6700 Bank Charges & Fees	24.05
Total 6000 Materials and Services	68,231.52
7000 Capital Outlay	
7022 Debt Service - Principal	437.78
7023 Debt Service - Interest	1,960.42
7024 Escrow Fees	15.00
Total 7000 Capital Outlay	2,413.20
Total Expenditures	\$113,745.92
NET OPERATING REVENUE	\$ -100,866.48
NET REVENUE	\$ -100,866.48

Lincoln County Library District Director Evaluation for 2023-2024

Year

PERFORMANCE FACTORS AND DEFINITIONS	RATINGS See Below	COMMENTS
<p>1. JOB KNOWLEDGE Being knowledgeable in the areas of assigned responsibility.</p>	4	<p>Bryan stepped into the position with both feet on the ground and quickly gained knowledge as he filled the role in his own unique way. With his grant writing skills, he secured a \$76,000 grant that will pay for the Integrated Library Services (ILS) migration project.</p> <p>He assisted the Board of Directors (BOD) with the bond levy measure, which was successful, helping to secure and maintain our funding for Lincoln County Library District (District) activities.</p>
<p>2. INITIATIVE/MOTIVATION Establishing high standards of performance for oneself; working hard to meet them and to overcome obstacles.</p>	5	<p>Bryan has shown strong initiative in a variety of essential tasks including financial functions and reporting, working with the bond levy, grant writing, the ILS migration and BOD capacity building. He is a strong self-starter, can learn independently and apply what he has learned quickly and effectively.</p>
<p>3. PERSONAL ADAPTABILITY/RELIABILITY Adapting and responding appropriately to the demands of various situations. Performing without supervision.</p>	5	<p>Bryan has adapted to several challenging situations in his first year and has met them competently and with grace and fortitude. An audit finding provided an opportunity for better accounting practices, increased transparency and new procedures for helping the BOD to exercise oversight.</p>
<p>4. PROFESSIONALISM Structuring the activities of oneself and the utilization of resources to maximize productivity and efficiency. Conduct with the public. Customer Service.</p>	4	<p>Bryan represents the LCLD with great professionalism. He interfaces with all the county's libraries, as well as local governmental and community organizations. He attends events at the local libraries and highlights and compliments the accomplishments of the staff.</p> <p>He directly supervises the Siletz Public Library operations and manager. Staff appreciate his enthusiastic involvement with library events, his positive and helpful attitude, and his extensive knowledge base about library science.</p>
<p>5. INTERPERSONAL/HUMAN RELATIONS Perceiving the needs of others and developing relationships that enhance understanding, respect, and communication; dealing effectively with conflict; working as a "team player".</p>	5	<p>Bryan is respectful, kind and thoughtful to the needs of others. He strives to create a comfortable and welcoming environment. This year, two board members experienced serious health challenges simultaneously and Bryan did a great job keeping the rest of the board informed about the progress of the absent BOD members.</p> <p>Bryan met with local and regional library directors and got their buy-in to participate in the ILS migration. This, along with the \$76,000 grant received will be the completion of a long-held goal of the LCLD.</p>

6. COMMUNICATIONS-Verbal & Written Communicating clearly, accurately, thoroughly, and Effectively.	5	The BOD appreciates the weekly updates that Bryan provides. They are entertainingly written and give an accurate portrayal of his past week, as well as the accomplishments of the Lincoln County libraries. Reading these accomplishments in near "real-time" creates a sense of pride
7. FACILITIES AND VEHICLES	3	Bryan has taken on the duties of assuring maintenance and upkeep of the administrative office as well as the courier vans. This coming year, the exterior of the administrative office will be painted.
8. PROBLEM SOLVING SKILLS Processing and analyzing information to effectively, learn new material, identify problems, and make decisions.	4	Bryan was faced with several challenges in his first year and generated solutions, making quick adaptations as needed.

- (5) FAR EXCEEDED REQUIREMENTS: Achievements were consistently well beyond requirements for the position
- (4) EXCEEDED REQUIREMENTS: Achievements consistently exceeded the position responsibilities, performance standards and objectives.
- (3) MET REQUIREMENTS: Achievements consistently met the majority of the position responsibilities, performance standards and objectives. The individual performed at the level necessary for accomplishing the position requirements.
- (2) BELOW REQUIREMENTS: Achievements frequently did not meet several of the position's requirements. This individual should perform at a more satisfactory achievement level.
- (1) WELL BELOW REQUIREMENTS: Achievements consistently fell below the position requirements. Termination should be considered unless performance improvement is shown rapidly.

Lincoln County Library Services District Director Date

Board of Directors Chair Date

Bryan Miyagishima

2023-24 Goals

Goal	Progress
Learn all LCLD financial processes	I've become knowledgeable about billings and payments essential to district operations, use of the LGIP account used to receive tax moneys, use of the district checking and money market accounts including reports. I've developed expertise in the district payroll and retirement systems. And I've worked with the accountant to become knowledgeable in district budget lines, enough so that I can make recommendations to the board on specific lines.
Successfully complete and file first audit	Our district audit was completed and filed in December. I used our payroll and checking account reports to help troubleshoot a major budget discrepancy found by the auditors, and helped the board develop their action plan to deal with future such discrepancies.
Make progress on ILS migration for all county libraries	Working with Chinook and Oceanbooks libraries, I authored and successfully submitted a grant to receive LSTA funding for 76k
Hire replacement for Jane Cothron	This hire was an occasion to involve librarians/staff from other libraries to participate. I created a search committee comprising of Sue Bennett (Waldport), Harrison Baker (Toledo), Clare Sobotka (Tillamook CC), and Carol Rasmussen to go through applications, conduct zoom interviews for first round candidates, and conduct face to face interviews with finalists. After our initial candidate declining, we successfully hired a replacement who will be starting in June 2024.

2024-25 Goals

Goal	Timeline / Comments
Complete ILS Migration	Spring 2025
Write new agreement with cities	Spring 2025 (will be done as part of migration process)
Complete biennial budget for 25-27	June 2025 (required)
Formal appraisal of LCLD staff	Spring 2025 - completed prior to finalizing next biennial budget to accommodate steps if necessary
Initiate discussions for new formula for library allocations	Fall 2026 - according to our records, the board will evaluate this formula every three years. Part of this activity will be determining whether parties such as city/library officials should be able to provide input
Continue participation with Oregon Library Association	
LCLD promotion and branding	ongoing

Enrolled
House Bill 2805

Sponsored by Representatives SOSA, NERON, MORGAN (Presession filed.)

CHAPTER

AN ACT

Relating to public meetings; creating new provisions; amending ORS 192.610, 192.680, 192.685, 192.690, 244.255, 244.260, 244.270, 244.290 and 244.350; repealing section 1, chapter 68, Oregon Laws 2023 (Enrolled Senate Bill 207); and prescribing an effective date.

Be It Enacted by the People of the State of Oregon:

PUBLIC MEETINGS
(Scope of public meetings law)

SECTION 1. ORS 192.610 is amended to read:
192.610. As used in ORS 192.610 to 192.690:

(1) **“Convening” means:**

(a) **Gathering in a physical location;**

(b) **Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants;**

(c) **Using serial electronic written communication among participants; or**

(d) **Using an intermediary to communicate among participants.**

[(1)] (2) **“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.**

(3) **“Deliberation” means discussion or communication that is part of a decision-making process.**

[(2)] (4) **“Executive session” means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.**

[(3)] (5) **“Governing body” means the members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.**

[(4)] (6) **“Public body” means the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.**

[(5)] (7)(a) **“Meeting” means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.**

(b) **“Meeting” does not include any on-site inspection of any project or program[. “Meeting” also does not include] or the attendance of members of a governing body at any national, regional or state association to which the public body or the members belong.**

SECTION 2. ORS 192.690 is amended to read:

192.690. (1) ORS 192.610 to 192.690 do not apply to **any of the following:**

(a) *[the]* Deliberations of the Psychiatric Security Review Board[,] or the State Board of Parole and Post-Prison Supervision[.].

(b) **Deliberations** of state agencies conducting hearings on contested cases in accordance with the provisions of ORS chapter 183[.].

(c) **Deliberations** of *[The review by]* the Workers' Compensation Board or the Employment Appeals Board of similar hearings on contested cases[.].

(d) Meetings of the state lawyers assistance committee operating under the provisions of ORS 9.568[.].

(e) Meetings of the personal and practice management assistance committees operating under the provisions of ORS 9.568[.].

(f) **Meetings** of *[the]* county child abuse multidisciplinary teams required to review child abuse cases in accordance with the provisions of ORS 418.747[.].

(g) **Meetings** of *[the]* child fatality review teams required to review child fatalities in accordance with the provisions of ORS 418.785[.].

(h) **Meetings** of *[the]* peer review committees in accordance with the provisions of ORS 441.055[.].

(i) Mediation conducted under ORS 36.252 to 36.268[.].

(j) Any judicial proceeding[.].

(k) Meetings of the Oregon Health and Science University Board of Directors or its designated committee regarding candidates for the position of president of the university or regarding sensitive business, financial or commercial matters of the university not customarily provided to competitors related to financings, mergers, acquisitions or joint ventures or related to the sale or other disposition of, or substantial change in use of, significant real or personal property, or related to health system strategies[.].

(L) *[or to]* Oregon Health and Science University faculty or staff committee meetings.

(m) **Communications between or among members of a governing body that are:**

(A) **Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;**

(B) **Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or**

(C) **Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.**

(2) Because of the grave risk to public health and safety that would be posed by misappropriation or misapplication of information considered during such review and approval, ORS 192.610 to 192.690 shall not apply to review and approval of security programs by the Energy Facility Siting Council pursuant to ORS 469.530.

(Training on public meetings law)

SECTION 3. (1)(a) The Oregon Government Ethics Commission shall annually prepare training on the requirements of ORS 192.610 to 192.690 and best practices to enhance compliance with those requirements. The commission may delegate the preparation and presentation of trainings to another organization, except that the commission must approve the content of training prepared by another organization prior to presentation of the training.

(b) At the discretion of the commission, trainings prepared under this section may be presented in live sessions or be made available for viewing online. Training sessions may be presented to multiple governing bodies at any one time and may be presented in a pre-recorded format.

(2)(a) Every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view training prepared under this section

at least once during the member's term of office and shall verify the member's attendance using the method prescribed by the commission.

(b) A member of a governing body who, under paragraph (a) of this subsection, is not required to attend training is nevertheless encouraged to attend training given under this section.

(3) The commission shall, at least once every five years, adjust the expenditure threshold for mandatory training described in subsection (2)(a) of this section to account for changes in inflation and shall by rule establish a new threshold, rounded to the nearest \$100,000, for mandatory training attendance under this section.

(4) This section does not apply to governing bodies of state government, as defined in ORS 174.111.

SECTION 4. Section 3 of this 2023 Act becomes operative on January 1, 2024.

**(Expansion of Oregon Government Ethics Commission
oversight of public meetings law)**

SECTION 5. (1) A person who believes that a governing body has acted in violation of ORS 192.610 to 192.690 may, within 30 days of the alleged violation, file a written grievance with the public body whose governing body is alleged to have violated ORS 192.610 to 192.690, setting forth the specific facts and circumstances that the person asserts amounted to a violation of ORS 192.610 to 192.690. The grievance must state the identity of the person filing the grievance and any other information required by the Oregon Government Ethics Commission by rule.

(2) A public body receiving a written grievance filed under this section shall, within 21 days of the receipt of the grievance, provide a written response to the person:

(a) Acknowledging receipt of the grievance; and

(b)(A) Denying that the facts and circumstances as set forth in the grievance accurately reflect the conduct of the governing body and setting forth the facts and circumstances as determined by the public body and the reasons why those facts and circumstances do not amount to a violation of ORS 192.610 to 192.690;

(B) Admitting that the facts and circumstances as set forth in the grievance accurately reflect the conduct of the governing body but denying that those facts and circumstances amount to a violation of ORS 192.610 to 192.690; or

(C) Admitting that the conduct of the governing body amounted to a violation of ORS 192.610 to 192.690 and setting forth the steps the governing body will take to cure the violation, including but not limited to:

(i) Rescinding the decision taken by the governing body in violation of ORS 192.610 to 192.690; or

(ii) Acknowledging in a properly noticed and conducted public meeting held within 45 days of the governing body's original decision that:

(I) The original decision was made in violation of ORS 192.610 to 192.690;

(II) Good cause exists for the governing body to not rescind the decision; and

(III) The governing body's practices will be modified to ensure future violations of ORS 192.610 to 192.690 do not occur.

(3) The public body shall send a copy of the written grievance and the public body's response under this section to the Oregon Government Ethics Commission at the time the public body responds to the person who filed the grievance.

SECTION 6. ORS 192.685 is amended to read:

192.685. (1) Notwithstanding ORS 192.680, complaints of violations of [ORS 192.660] any provision of ORS 192.610 to 192.690 alleged to have been committed by public officials may be made to the Oregon Government Ethics Commission for review and investigation as provided by ORS 244.260 and for possible imposition of civil penalties as provided by ORS 244.350.

