*Fern Ridge Library Board of Directors Meeting*

Wednesday, January 8, 2025

7:00pm

Meeting conducted live and virtually via ZOOM

**Board Members**: Erik Carlstrom, Jerri Moore, Steve Recca, Jennifer Chambers, Olivia Johnson

**Staff**: Director: Colin Rea

Business Manager: Lesley Steppan

**Public:** None

**Invited Guest**: Pierre Robert

**OPENING**

**Call to Order**

Chair E. Carlstrom called the meeting to order at 7:02pm.

**Review agenda**

Item of business C (CBA negotiations) moved up before item A (Resolution 25-1) to accommodate the schedule of invited guest, Pierre Robert.

**Review minutes**

The minutes of the December 2024, board meeting stand as presented.

**Hearing of Patrons**

None present.

**Correspondence**

None.

**ITEMS OF BUSINESS**

**CBA negotiations**

Pierre Robert, who represented the district in the last labor negotiation, was introduced and the question of whether or not to retain his services for the upcoming bargaining window was discussed. The consensus of the board was that Pierre should be retained as counsel, and he discussed first steps in reviewing the contract with the needs of the district in mind. O. Johnson and J. Moore will represent the board on the negotiation team, along with Business Manager L. Steppan. Director C. Rea will work with the negotiation team to prepare for bargaining sessions but will not participate in the sessions themselves.

**Resolution 25-1**

L Steppan read resolution 25-1, which authorizes the recognition of grant revenue awarded by the United Way of Lane County.

***O. Johnson moved to pass resolution No 25-1 as presented. Motion was seconded by S. Recca. With no further discussion, the motion passed unanimously.***

**Review Director job description and begin performance review**

C. Rea distributed copies of the director’s job description and asked the board to review it before the February meeting. In the meantime, he will e-mail out the online version of the performance review for board members to complete. These reviews will then be collected and collated by board chair E. Carlstrom.

**Update 2024-25 district affiliations**

The document that has long been known as ‘District Affiliations and Standing Committees’ needs some work now that several of the committees have been deactivated. C. Rea will make changes to the document and present it at the next board meeting.

**REPORTS**

**Chair – E. Carlstrom**

Nothing to report.

**Director – C. Rea**

New Assistant Director Laura White began working full-time on December 31st, after having worked some part-time hours in December to begin training. She and retiring Assistant Director Laura Blankenship will overlap for the month of January 2025.

An incident where an individual left their bike locked to our bike rack for over a week with a lock loaned by the library (intended for day use only) has caused a few operational changes. The bike was considered abandoned and the lock was removed from the bike, as it was needed for other patrons. Locks will now be checked out only to patrons with a card and signs will very clearly indicate that the bike rack is for day-use only, not long-term use. This incident also illuminates the need for a lost and found policy.

The district has signed a contract with Streamline for web hosting and design. Streamline is a company that has partnered with Special Districts Association of Oregon to offer websites that meet necessary ADA accessibility and focus on the transparency needs of governmental districts.

**Financial – L. Steppan**

The December financial report was distributed with the board packet material. There is nothing of note, except that the district will now need to begin paying the AT&T bill as the money raised by the foundation for data continuation on the devices from the ECF grant has been fully expended.

**Foundation & Grants – C. Rea**

Nothing to report.

**Friends – J. Moore**

Nothing to report.

**LCOG – S. Recca**

Next LCOG meeting is on January 30th, 2025.

**POLICY REVIEW**

No review. All the changes made by S. Recca for chapters 1-5 will now have a ‘revised date’ of January 2025.

**FOR THE GOOD OF THE ORDER**

Colin is off to Ohio to freeze.

Erik has a first basketball game on Saturday.

**SUGGESTIONS FOR NEXT MEETING**

Executive sessions will need to be noticed until a new CBA is signed.

Chair E. Carlstrom adjourned the meeting at 8:17pm.

Respectfully,

Colin Rea, Library Director