



CURRY
PUBLIC
LIBRARY

94341 Third Street, Gold Beach, OR 97444; 541-247-7246

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

December 15, 2022 at 4:00 pm

Curry Public Library and Virtual

Minutes by Jeremy Skinner

1. Call to Order by chair Sandy Grummon @ 4:00 pm
 - In attendance: Sandy Grummon, (Lib. Board), Tim Scullen (Lib. Board), Jeremy Skinner (Lib. Director), Jerry Herbage (Lib. Board), Kelly Margolis (Lib. Board), Jordan Popoff (Lib. Staff), Bryan Grummon (public), Dianne Daniels (public), Connie Huntsman (auditor via Zoom), Karim Shumaker (Lib. Staff via Zoom).
2. Library Mission Statement – read by Tim Scullen
3. Audit Report for 2021-22 Fiscal Year by Constance Huntsman, CPA
 - Connie shared copies of the draft, unsigned audit report and explained all sections of the report.
 - She noted that it was a clean audit and no adjustments were made.
 - She did find a deficiency in one area of internal controls, asking that the library administrations provide a monthly reconciliation of outstanding checks.
 - Following the discussion, Huntsman noted that the final report would be dated with today's date and submitted to the state of Oregon.
4. Citizen Concerns: none
5. Review of Minutes from October 20, 2022
 - Jerry Herbage made a motion to approve the minutes. The motion was seconded by Tim Scullen. The vote in favor was unanimous.
6. Friends of the Library Report – Dianne Daniels
 - The Friends elected new officers including: Daniels (president), Sandy Grummon (vice-president), Terry Shannon (at large member), Jeanie Knowles (sec./treasurer).
 - The Friends had a successful holiday book and bake sale. They made \$1,198.
 - The Friends wrote 41 Santa letters for their fundraiser.
 - Knowles and Daniels presented to the Soroptimist Club about the Friends organization.
 - The Friends gave \$5,500 to library staff as holiday bonuses.
 - The Jim Boyle scholarship fund met its goal of \$10,000. The Friends will begin to receive monthly revenue from the Jim Boyle estate.
7. Financial Report – no report was given since the financials were discussed during the audit report.
8. Director's Report (Skinner)
 - Statistics: Skinner noted that circulation has held steady as a result of strong youth circulation. Attendance has also been strong as meeting room use has increased.
 - Staffing: Rebecca Marcus is officially on maternity leave. Karim Shumaker is working as Rebecca's temporary replacement.
 - Adult Programs: Karim joined the meeting on zoom and provided a summary of upcoming exhibits, music and book talks.

Grants: Skinner noted that the library had received \$475 from the SDAO of Oregon to assist with adding two new security cameras to the library atrium area.

Community Meetings: The library hosted a large community meeting for the City of Gold Beach and utilized its virtual meeting tools for the meeting.

Facility: The library received its new copy machine leased by the Friends. All carpets were cleaned on Veteran's Day. The library remained open during the recent power outage. Battery backup maintained wifi service and emergency lighting.

9. Old Business

- Solar power update – SolCoast is submitting a new funding proposal to the Department of Energy
- Library social worker update – there is no update
- Vacant board position – the board agreed to meeting on January 12th to consider applications to fill the vacancy.

10. New Business

- ASCEND: Skinner shared the results of the Oregon Department of Education Review of the program. The report was positive and the program was deemed fully compliant.
- Room Use Fee Structure: Skinner presented a revised fee structure of community group use of library spaces. The fees are a la carte, which should lower the threshold for small groups needing basic meeting space. Herbage requested that the library check with its insurance agent about the amount of insurance coverage required for each group.
- Staff HRA Account Proposal: Skinner presented a proposal for the library to fund \$250 HRA accounts for full-time library staff to off-set out-of-network costs at Gold Beach Eye Center. After discussion, Jerry Herbage made a motion to create the HRA accounts; Kelly Margolis seconded the motion; the vote in favor was unanimous.

11. Adjournment @ 6:00