



Port Orford Public Library
Regular Board Meeting
3/24/2026

Called to order: 4pm

Present: Ken Fliszar, Vicki Young, Evan Kramer, Phyllis Johns, Denise Willms (Director), Cecil Ashdown (Bookkeeper)

Excused: Nathan Radcliffe

Ken welcomed the Board and Audience.

Public Comment: Tobe Porter asked about the work that was done on the pillars and the gable ends of the entrances. Ken explained that it was maintenance, Denise added that the colors added to the gable ends was done to help differentiate between the Library and City Hall, and that it was helpful to be able to tell people to “use the yellow entrance or come to the blue entrance”. Cherry Beeken spoke on the activities of the Friends group and their upcoming May plant, book and bake sale. Jewell Maree introduced herself to the Board and expressed her deep interest in serving on the Board.

Minutes: Minutes of 1/20/2026 were discussed.

Evan motioned to approve as presented, Vicki seconded the motion

All in Favor: Ken Fliszar- yes, Phyllis Johns- yes, Vicki Young- yes, Evan Kramer- yes All opposed: / Motion passed.

Financials: Cecil Ashdown presented the financial reports for January and February 2026.

Evan asked about a payment to Ken Willms, Cecil explained it was for services rendered as a handyman to do basic repairs and replace a water heater that does not require a licensed contractor. Cecil pointed out a minor mistake in the February report listing the insurance payment as a deposit when it should be listed as payment. Payment to the ethics commission was discussed. Cecil stated that the district is doing well with the budget and is on target to have the required amount in UEB. Phyllis motioned to accept the financial reports as presented, Vicki seconded the motion. All in Favor: Ken Fliszar- yes, Phyllis Johns- yes, Vicki Young- yes, Evan Kramer- yes All opposed: / Motion passed.

Directors Report:

Technology grants were discussed. E-rate and moving to Beacon Broadband was discussed. The library has moved to a .gov address and the new website address is portorfordlibrary.gov, I am working on changing the institutional email addresses. The Library hosted James Manuele for a guitar program and 40 people attended. A second Tea Journey program was also held and well attended. The budget class was very informative. We are now required to hold two budget meetings. The first one is the budget meeting then the next month is the budget hearing. A budget calendar will also be created to help make the process easier to manage. School District 2cj is moving to a 4 day school week and their support to us will increase so we are better able to provide programs on Fridays. Banned books week and partnership with SeaWolf books was discussed.

Old business: Denise presented the Board with the Port Orford Public Library Foundation MOU. Denise explained how the process will work and look. The Foundation will provide support by covering certain line items that are in the budget. The money from the Endowment will be placed in a Foundation subaccount that will only be accessed by the district for specific uses. Training & meetings, Technician Services, Supplies, and Programs will be covered by the Foundation. This means that the money spent by the District on those line items will be moved up into personnel and we will then be able to hire a 20hr a week person. Change in hours will be discussed at a future meeting.

The April meeting falls during the OLA conference and Denise will be gone the week of April 21st - 25. Discussion. Board consensus is to move the meeting to April 14th, 2026. The Budget meeting will be April 14th at 3pm and the Board meeting will follow. The Budget Hearing will be May 19th, 2026 with the Board meeting following.

New Business: Denise requested that the Board begin looking at creating a policy in regards to Law Enforcement in the library. Discussion. Denise will bring back more information regarding this type of policy after the OLA conference. Denise presented the Board with a template for a policy regarding recreational immunity. This policy is suggested by SDAO even for Districts that do not have official recreational infrastructure. The policy does not affect how the library does business but may offer some extra protection. This is also an opt in policy and any protection is based solely on opting in. Discussion. The Board agreed to move forward with the policy. Denise will adjust the template with correct District information and bring it to the board for approval and adoption.

Vicki Young formally resigned from the Library Board due to circumstances beyond her control. She expressed her deep regret at having to leave the Board.

Tobe Porter thanked Vicki for her service to the community. Tobe asked what the procedure was to fill the vacancy. Denise explained that there would be an announcement in the paper and that it would be on the reader board. The Board would be sent all letters of interest. The Board will discuss the letters at the April meeting and make a formal decision at the May meeting.

Meeting Adjourned at 5:5 pm

Next meeting April 14th, 2026 @ 4pm

Respectfully submitted
Denise Willms