

Minutes
Langlois Public Library Board of Directors Meeting 7/14/2021

Meeting called to order at 6:30 pm

Present: Susan Orbom (Chair), Carol Waxham (Vice Chair), Deanna McDermott, Jo Rieber, Angie House (Board Member Elect), and Cynthia Hovind (Library Director). Visitors: Sandy House and Lo Saechao.

TRANSITION:

Oath of Office: First order of business:-swearing in two board members: Deanna McDermott and Angie House. Cynthia Hovind led the reciting of the oath.

Election of Officers: D. McDermott nominated C. Waxham for Chair. 2nd J. Rieber. C. Waxham was unanimously elected. C. Waxham nominated D. McDermott for Vice Chair, 2nd Jo Rieber. Jo Rieber nominated Susan Orbom for Treasurer, 2nd D. McDermott. The candidates were put forward unopposed.

Thanks for Service: J. Rieber made a motion to thank Susan Orbom for her service as **Chair. 2nd** D. McDermott. The Motion passed without objection. J. Rieber made a motion to thank S. McDonald for her service to the lpl Board. S. Orbom seconded the motion. All were in favor.

Bank Accounts: J. Rieber made a motion to remove S. McDonald from the LGIP account. D. McDermott seconded the motion. Passed unanimously. LGIP was explained. J Rieber made a motion that D. McDermott, and A. House are to be added as signatories to the Rogue Credit Union account and S. McDonald to be removed from **the Rogue Credit Union account. D. McDermott 2nd**. Passed -without objection.

Security: J. Rieber will update the Bay Watch call list, adding- C. Waxham, and D. McDermott. B. McDonald will remain on the Bay Watch call list.

Registered Agent: D. McDermott volunteered to serve as registered agent. This was unanimously approved by the Board, and framed in Resolution #2021-22.1.

FY 2020-21 END

Questions were raised about ERate and whether or not \$750 deposit for reimbursement has been made. Inquiry made re LPL and payment to Electronic Publications (CCLN Network) this fiscal year. Questions were also brought up about "other income". C. Hovind was directed to get clarifications from Cecil.

DIRECTOR'S REPORT:

C. Hovind talked about the job description that she and S. Orbom had drafted for the hourly employee. No further action taken. C. Hovind spoke enthusiastically about successes with summer reading and plans she had calendared for the next six months for programming, fundraising and meetings.

EVALUATION PROCESS:

S. Orbom moved to delay the director's evaluation until October, C. Waxham 2nd. All in favor.

OLD BUSINESS:

Covid: C. Hovind talked about Labor and Industries safety precautions which require employees to still be masked for personal protection. Because LPL does not have a designated children's room, the signage in the library has been updated to read "Masks Preferred".

Hours: Staff have been directed to track patrons using the library after 5:00 pm.

Bookkeeping Contract: The Board approved the 2021-22 Contract with Cecil Ashdown. S. Orbom made the motion to accept the contract and J. Rieber seconded the motion. C. Waxham signed said contract.

Maintenance: J. Rieber updated everyone on the repairs made to the library building on the west side of the building. All present were pleased with the high quality work.

Copier: C. Hovind announced that the new copier arrived this afternoon. NEW BUSINESS:

C. Hovind announced that she had scanned background check forms related to the volunteer working on the children's programs.

Action Items

1. C. Hovind is asked to check with Cecil about the aforementioned financial clarifications
2. C. Hovind to forward A. House's bio to S. Orbom.
3. A. House informs the board that she is best reached by text with new contact number submitted.
4. S. Orbom will update the LGIP and Rogue Credit Union Accounts.
5. J. Rieber will update the security call lists and verify the location of the library keys. Meeting adjourned at 10:00 pm.