

# Langlois Public Library District

## Regular Board Meeting

Wednesday, March 10, 2021 at 6:30 PM  
by Zoom – call 541-348-2066 for info

### Agenda

Call to Order

Approval of minutes of last meeting

Agenda approval

### Director's Report

### Financial Report

### Policy

### Training

### Old Business

- Grants - last year & this year
- Fundraising & Friends
- Maintenance
- 2021 Election for Board members
- Budget committee members & dates

### New Business

- Staff leave
- Long Term & Short Term options for open days/hours (for budget planning)
- Long Term & Short Term options for wages (for budget planning)

### Action Items/Assignments

### Public Comment\*

Executive Session per ORS 192.660(2)(a) [to consider employment of officer or staff.]

Public Session resumes after Executive Session

### Board Meeting Resumes

### Adjournment

Next Board meeting, Wednesday, April 14, 2021 at the library or by Zoom – call library to verify.

\*The Public may be able to present oral or written testimony to Board. The Chair will set time allotted based upon number of speakers. *"The right of public attendance guaranteed by Oregon Public Meeting Law does not include the right to participate by public testimony or comment."* ORS 192.620(1)  
Meetings are open to the public except for closed meetings specifically authorized.

## LPL Board Minutes

March 10, 2021

The meeting was called to order at 6:30 p.m.

Present: Susan Orbom, Chair, Carol Waxham, Jo Rieber, Deanna McDermott, Sandie McDonald.  
Staff: Denise Willms and Cynthia Hovind.

Susan welcomed the members of the Board. The Agenda was approved. The minutes were revised to read that Thomas Medlin has been authorized to install the Dog Waste Station. J. Rieber moved to approve the minutes as amended and D. McDermott seconded the motion.

Director's Report: C. Hovind spoke about the summer reading program and referred to her report for further detail. C. Hovind and D. Wills listed the training goals and discussed CARES grant and E-rate contracts were discussed. The library's status as it relates to COVID-19 was discussed. For the present, LPL will remain at curbside service, Monday thru Friday.

Financial: S. Orbom led a discussion about the budget draft specifically around personnel. The possible figures to be inserted for the cash on hand for July 1 were examined. Although the bank statements for February were not yet available, the financials will only reflect minor alterations. There are ongoing issues with the Spectrum reimbursement. S. McDonald moved and D. McDermott seconded a motion to utilize the contingency line item in order to fund the library consultant through the end of the fiscal year. The motion passed without objection.

Old Business: C. Waxham and J. Rieber presented an updated Library Code of Conduct policy. D. McDermott moved and S. McDonald seconded the motion accepting said Code of Conduct be accepted policy. Passed unanimously. Grants: D. Willms will check on delayed reimbursements for E-Rate.

Friends Report: J. Rieber announced an outdoor book sale for July 10, 2021. The Friends approved the Lions participation for plant sales. The Friends will host an ice cream social honoring D. Willms in August. A Spring outdoor work party was scheduled for March 20, 2021.

Board Election: D. McDermott has officially filed for reelection.

Budget Committee Members: J. Hubel, C. Kadlubowski, A. Guerin, G. Nordstrom, and M. Simpson. May 12, 2021 is the budget committee meeting.

New Business: Staff leave was discussed. J. Rieber moved that the library pay family leave on a case by case basis. She further recommended that a specific hourly employee's leave be approved. C. Waxham seconded the motion. The motion passed unanimously.

Action Item: The Director will recruit a substitute and library volunteers.

The Meeting was adjourned at 8:30 pm.

# Langlois Public Library

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## LPL Director's Report 3/6/19

I have enjoyed my first month at lpl, attending a Board Meeting, the Friends' Meeting and State Library Training around Inclusion & Diversity. My favorite aspect thus far is getting to meet and know the patrons. I do feel more versed in the circulation process –that is, well enough to “trouble shoot” some of the nuances. As the deadline for E-Rate approaches, I was able to tag along with Denise as she conducted a tour to potential contractors and absorbed her vision for having a more cohesive network. After that, I was able to collect cards and conduct my own tours for three additional potential contractors. I attended a meeting with the E-Rate Consultant, Paul and he did an excellent job of putting me in the picture.

## Current & Future Activities

As we come out of the most urgent of the COVID demands, everyone is anxious to return to regular library activities. Staffing restrictions during March are suggested as follows: Library closed Monday. Tues, Wed, Thurs, Fri 12:00 -4. Saturday 12:00 pm. To 3:00 pm. I am strapping on my skates in order to keep pace with our *Friends*. They have the yard clean up scheduled for Saturday, March 20 from 9:00 am to Noon; the popular **BOOK SALE** scheduled for July and the Ice Cream Social penciled in for August. Exciting.

## Highlights

Building use: 3 Groups used the library  
Financials: Ordinarily I would comment on the library's financial health in this space. I admit to throwing up the white flag in this area temporarily.  
Patronage: I thank the PR work from the Board for the increased patronage in February. On Monday, March 1 (for example) LPL served 21 adults; 1 staff person; 2 computer Users. It was my first day of Lone Ranging. I ate my lunch at 4:30 p.m. Really Probably the very best way to get proficient at the circulation desk!

Director's Report

3/1/2021

February has been busy with budget, E-rate, and finishing off grants. The library will be using its Category 2 funding to upgrade to a more stable infrastructure. Tablets have been received and will be set up and cataloged in the near future. The library will be purchasing their own zoom account which will be covered by the State Cares grant to libraries. Library usage has remained stable and patrons are understanding in regards to curbside service.

Lo Saechao will be away for several weeks and Cynthia is making arrangements for volunteers to come in and help with daily tasks. I will be creating a volunteer profile for use by the volunteers to do basic circulation functions.

Denise Willms  
Library Consultant

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

FEBRUARY 2021

| 2021                             | FEBRUARY<br>2021 |           | JANUARY<br>2021 |          | December<br>2020 |          |
|----------------------------------|------------------|-----------|-----------------|----------|------------------|----------|
| <b>Total hours open</b>          | 100              |           | 115             |          | 115              |          |
| <b>CIRCULATION</b>               |                  |           |                 |          |                  |          |
| Regular Adult                    | 393              |           | 349             |          | 373              |          |
| Library2Go e-books               | 22               |           | 26              |          | 23               |          |
| <b>Total Adult Books</b>         | <b>415</b>       |           | <b>375</b>      |          | <b>396</b>       |          |
| YA/Juvenile                      | 102              |           | 90              |          | 104              |          |
| Children's                       | 113              |           | 88              |          | 63               |          |
| <b>Total Juvenile Books</b>      | <b>215</b>       |           | <b>178</b>      |          | <b>177</b>       |          |
| <b>TOTAL BOOKS</b>               | <b>630</b>       |           | <b>553</b>      |          | <b>573</b>       |          |
| Adult audio/visual               | 936              |           | 682             |          | 653              |          |
| Library2Go audio                 | 26               |           | 28              |          | 42               |          |
| Juvenile audio/visual            | 68               |           | 8               |          | 9                |          |
| Magazines                        | 53               |           | 21              |          | 25               |          |
| <b>TOTAL NON-BOOKS</b>           | <b>1083</b>      |           | <b>739</b>      |          | <b>729</b>       |          |
| <b>TOTAL ALL MATERIALS</b>       | <b>1,713</b>     |           | <b>1,292</b>    |          | <b>1,302</b>     |          |
| <b>Holds</b>                     | 219              |           | 111             |          | 205              |          |
| <b>INTERNET USERS</b>            |                  |           |                 |          |                  |          |
| Library public access computers  | 23               |           | 21              |          | 14               |          |
| Wireless computers               |                  |           | 163             |          | 224              |          |
| <b>TOTAL INTERNET USERS</b>      |                  |           |                 |          | <b>238</b>       |          |
| <b>ATTENDANCE</b>                | Adults           | Kids      | Adults          | Kids     | Adults           | Kids     |
| Library attendance               | 195              | 13        | 162             | 8        | 177              | 5        |
| Meeting/Class attendance         | 7                | 0         | 0               | 0        | 7                | 0        |
| Adult Program attendance         | 0                | 0         | 0               | 0        | 0                | 0        |
| Kids Program attendance          | 0                | 0         | 0               | 0        | 0                | 0        |
| <b>TOTAL ATTENDANCE</b>          | <b>202</b>       | <b>13</b> | <b>162</b>      | <b>8</b> | <b>184</b>       | <b>5</b> |
| <b>Total Combined Attendance</b> | <b>225</b>       |           | <b>170</b>      |          | <b>189</b>       |          |
|                                  |                  |           |                 |          |                  |          |