

Langlois Public Library District

Regular Board Meeting

Wednesday, February 10, 2021 at 6:30 PM

at the Library or by Zoom – call 541-348-2066 for info

Agenda

Call to Order

Welcome new library director, Cynthia Hovind

Approval of minutes

Agenda approval

Director's Report

Financial Report

Policy – problem patrons

Old Business

- Denise's contract
- Grants - last year & this year
- Friends - fundraising, annual grant, Wish List
- Maintenance
- 2021 Election for Board members
- Budget committee members & dates

New Business

Action Items/Assignments

Public Comment*

Adjournment

Next regular Board meeting, Wednesday, March 10, 2021 at the library.

*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.

Langlois Public Library Board Minutes 2/10/21

6:40 Called to order via Zoom Board Present: Susan Orbom, Carol Waxham, Deanna McDermott, Jo Rieber, Sandy McDonald. Guests: None.

Staff: Denise Willms & Cynthia Hovind The minutes were amended to read that Thomas Medlin has been authorized to install the Dog Waste Station. J. Reiber moved to accept the amended minutes, D. McDermott seconded. Unanimous. .

C. Hovind is recognized as the new Library Director. C. Hovind extended her appreciation to the Board, D. Willms, and L. Saechao for the quality training provided.

Agenda Adjustments: COVID Hour adjustments will be addressed during the Director's Report. **Agenda item:** Add Publicity to Old business as well as Dog Waste Station. Director's Report: D. Willms reports that USAC (E-Rate) will only allow changes to the administrator at certain points during the E-rate cycle. D. Willms will continue to be the administrator until the cycle ends and a new administrator can be assigned. All vendor accounts requiring logins have been changed over to the new director. C. Waxham suggested changing signatories for the checking account at the

new fiscal year. CCLN is planning a **Curry County Reads** project. A Summer Reading author has been chosen for a virtual visit, and a grant has been received to cover the cost of the author and giveaway books. A Teen/Adult author will be chosen for the Fall and CCLN is pursuing other grants to fund the project. The financial report was discussed. D. Willms explained the issue with the Spectrum billing. COVID Hours adjustment: After thorough discussion, the Board reached a consensus in regards to open hours. The library will be open Mon – Fri 11-4:30 p.m. for curbside and by appointment. The situation is to be reevaluated the last week in February.

Old Business: A PR announcement was discussed. D. McDermott made a motion to authorize S. Orbom to send an announcement to the local paper introducing the new Director and the upcoming Board election, D. McDermott seconded the motion. Unanimously carried. S. Orbom directed C. Hovind to contact Curry County to submit a District Update Information Form.

New Business: The library consultant contract was discussed. D. McDermott moved to accept the contract, J. Rieber seconded, Unanimous.

J. Rieber discussed the donation shed, and the need for finding appropriate thank you's for volunteers who go above and beyond. The budget committee is scheduled for May 12, 2021. It will take place immediately before the scheduled Board meeting on 5/12/2021. Members encouraged a posting to be made at the check-out counter and written on the reader board to recruit members for the budget committee. Action Items

Cynthia post a vaccine scheduling primer at the counter

Post Current Hours throughout Coastal System

Cynthia make PSA re how to access catalog Staff to be consulted re Dog Waste Station placement. Meeting adjourned at 8:39 pm Next meeting March 10, 2021 @ 6:30 pm via Zoom meeting. Respectfully Submitted Denise Willms & Cynthia Hovind

Directors Report

2/1/2021

I have been working with Cynthia Hovind on getting her up to speed and I have been in close contact with the State Library to be sure they are aware of her being hired and are prepared to offer whatever support she may need. I have passed on the information for Ready 2 Read and will be working with Cynthia on purchasing equipment for the State Library Cares grant. I have also set up a walkthrough with Executech, a computer maintenance company, and I will help seek bids on the necessary work to make the library's technical infrastructure stable. I will continue to work with Cynthia over the next several months to ensure that she has the necessary information and skills to succeed in the Director's role. I will continue to step back as Cynthia becomes more comfortable in her role and will be there to advise on budget and state report issues as they arise.

It has been my pleasure working with the Langlois Library and its Board of Directors to ensure that the library is stable and in a position to grow and serve its community as it has in the past.

Denise Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

JANUARY 2021

| 2020 | JANUARY 2021 | | December 2020 | | November 2020 | |
|----------------------------------|-----------------|----------|------------------|----------|------------------|----------|
| Total hours open | 115 | | 115 | | 105 | |
| CIRCULATION | | | | | | |
| Regular Adult | 349 | | 373 | | 496 | |
| Library2Go e-books | 26 | | 23 | | 35 | |
| Total Adult Books | 375 | | 396 | | 531 | |
| YA/Juvenile | 90 | | 104 | | 82 | |
| Children's | 88 | | 63 | | 75 | |
| Total Juvenile Books | 178 | | 177 | | 157 | |
| TOTAL BOOKS | 553 | | 573 | | 688 | |
| Adult audio/visual | 682 | | 653 | | 732 | |
| Library2Go audio | 28 | | 42 | | 36 | |
| Juvenile audio/visual | 8 | | 9 | | 32 | |
| Magazines | 21 | | 25 | | 16 | |
| TOTAL NON-BOOKS | 739 | | 729 | | 823 | |
| TOTAL ALL MATERIALS | 1,292 | | 1,302 | | 1,511 | |
| Holds | 111 | | 205 | | 100 | |
| INTERNET USERS | | | | | | |
| Library public access computers | 12 | | 14 | | 20 | |
| Wireless computers | 163 | | 224 | | 267 | |
| TOTAL INTERNET USERS | 175 | | 238 | | 287 | |
| ATTENDANCE | Adults | Kids | Adults | Kids | Adults | Kids |
| Library attendance | 183 | 6 | 177 | 5 | 195 | 8 |
| Meeting/Class attendance | 6 | | 7 | 0 | 7 | 0 |
| Adult Program attendance | | | 0 | 0 | 0 | 0 |
| Kids Program attendance | | | 0 | 0 | 0 | 0 |
| TOTAL ATTENDANCE | 189 | 6 | 184 | 5 | 202 | 8 |
| Total Combined Attendance | 195 | | 189 | | 300 | |
| | | | | | | |