

Minutes
Langlois Public Library Board of Directors Meeting 9/8/2021

Meeting called to order at 6:32 pm

Present: C. Waxham (Chair), D. McDermott (Vice Chair), J. Rieber, S. Orbom (Treasurer), A. House, and S. House (LPL employee). Visitors: None

Agenda Approval: The Sep 8, 2021 board meeting agenda was approved unanimously after C. Waxham requested an addition, i.e. LPL Board Treasurer's Role. C. Waxham asked S. Orbom to provide a list of her duties and responsibilities as treasurer. D. McDermott stated that "Public Input" needs to be on every future LPL board agenda.

Minutes: The Aug 11, 2021 board minutes were approved; J. Rieber moved; D. McDermott seconded. Passed unanimously.

Financial Report (S. Orbom, Treasurer):

Streamlining procedures with the bookkeeper was discussed. There was a delay in receiving the August 2021 monthly paychecks.

Property insurance is with Fidelity Insurance and covers board members and staff.

S. Orbom motioned the following: "Increase the Fidelity Bond portion of our insurance from \$100K to \$250K coverage and authorize S. Orbom to work with Joseph Bain Insurance to effect change. J. Rieber seconded. Passed unanimously.

S. Orbom reported that she received an alert email stating, the new computers (purchased by the Friends) are due to be delivered to her home on Tuesday, Sep 14 2021. We need to hire an IT person to set up/install the new CPUs and transfer files from old computers to the new ones. Discussion ensued regarding who to hire. A. House will check with her IT contact to see if that person is available and the cost for services. J. Rieber suggested Bandon IT, who is sending a bid to her. C. Waxham stated that we need to have an IT person on staff on a regular basis as well.

C. Ashdown, bookkeeper, requests budget line items be identified on the bills in order to know which line item is applicable for each expense.

S. Orbom asks: Did we pay Worker's Comp twice? S. Orbom paid Bain Insurance and SDIS was also charged against payroll expense. S. Orbom is investigating / reconciling with C. Ashdown.

S. Orbom asks: Is Executech paying for e-Rate consultant?

Cyberian Program: Discussed briefly. Do we want or need to purchase this software for our library? C. Waxham suggested we table for today and put it on the Oct 13, 2021 board agenda as further research is necessary.

Hot Spot Grant Status: A. House asked about the status of the grant C. Hovind is working on. D. McDermott asked if we can get an e-rate grant for Hot Spot purchases. D. McDermott suggested an IT person research this and the costs. We could offer Hot Spots as a public service. If a grant is available, maybe we need to purchase laptops as well.

Pollinator Garden Program: It is on hold due to COVID. It is a work in progress for Part 3 of 3. D. McDermott has a thank-you gift for Darcy, specifically, a chart of Oregon bees and butterflies. C. Waxham wants volunteers to maintain the pollinator garden when it is complete. Rejuvenation of the bioswale is also a project in the future.

J. Rieber lauded the programming thus far.

LPL Website: S. Orbom began a website discussion. She needs the passwords. C. Waxham suggests we wait until C. Hovind's return. J. Rieber suggested the board form a committee to discuss the library website maintenance.

Mediation for the LPL Board: The mediator from Common Ground Mediation in Coos Bay spoke with some of the board members on the phone. S. Orbom stated that the board needs to vote on mediation. J. Rieber stated that she is in favor of mediation on principle, but she was not at all clear as to what we were mediating. J. Rieber stated we have two overseeing entities, specifically, the SDAO and the State Library Association (SLA) as alternatives to hiring a private mediator from Coos Bay. J. Rieber stated she favored having someone who was familiar with how special districts operate and would work with the board once the issues were clarified. SDAO consultants are available per J. Rieber. C. Waxham reported that according to Buzzy Nielsen the SLA doesn't provide mediation nor consulting services. The board had a consensus to withhold the Director's evaluation discussion until after the consultation / mediation. C. Waxham was approved to seek information regarding mediator options. S. House will make initial contact with SDAO Consulting Services per C. Waxham's verbal agreement with S. House. S. House will gather and forward the SDAO information to C. Waxham.

Director's Evaluation: An evaluation process discussion ensued regarding when to conduct the director's evaluation. J. Rieber motioned to conduct the evaluation on the 1st Wed in October and make a decision of employment status on the 2d Wed in Oct. There was no second. C. Waxham raised concerns about two parts of the evaluation process document and the demonstration. Neither of those were approved by the board and both were referred to J. Rieber and D. McDermott for review. J. Rieber and D. McDermott will adjust the evaluation document form as discussed.

C. Waxham motioned to approve the patron, LPL Friends, volunteer and staff questionnaires portion of the evaluation; A. House seconded; passed unanimously.

Google Docs: A. House offered techniques to streamline the board's communication channels regarding board minutes, agenda, evaluation forms and virtually all communications between board members. This technique is the deployment of Google Docs. She is willing to conduct a mini-workshop/training session with all board members. S. Orbom raised the issue that it could constitute an illegal meeting if we pass around a document for modification.

Adjourned 10:12 pm

Action Items:

S. Orbom: Provide list of Treasurer's duties and responsibilities to the board per C. Waxham's request; and provide Executech invoices to the board.

S. Orbom: Investigate/reconcile Worker's Comp payment(s) with bookkeeper, C. Ashdown.

C. Waxham: Ask C. Hovind to pass monthly CCLN meetings information to the board.

C. Waxham & C. Hovind: Review and write a policy if necessary regarding background checks for volunteers and employees.

C. Waxham & S. House: S. House will make initial contact with SDAO Consulting Services per C. Waxham's verbal agreement with S. House. S. House will gather and forward the SDAO information to C. Waxham.

C. Waxham: Gather information regarding mediator/consultant options.

J. Rieber & D. McDermott: Adjust director's evaluation form as discussed and send board members an alternate process for the demonstration portion of the director's evaluation.

J. Rieber: Present Bandon IT's bid for installing new LPL computers to the board.

A. House: Check with her IT contact to see if that person is available to install new LPL computers and the cost for those services.

C. Hovind: Add Public Input to all future monthly agendas. Reference D. McDermott's statement.

C. Hovind: Add library website maintenance discussion to the October 13, 2021 regular board meeting agenda per S. Orbom's and J. Rieber's request.

C. Hovind: Add Google Docs discussion to the October 13, 2021 board meeting agenda Reference A. House statement.

C. Hovind: Add Cyberian Program discussion to the October 13, 2021 board meeting agenda. Reference C. Waxham suggestion.

C. Hovind: Add IT person on staff discussion to October 13, 2021 board meeting agenda. Reference C. Waxham's statement / request.

C. Hovind: Provide status of the Hot Spot grant and add to October 13, 2021 board meeting agenda. Reference A. House request.

Next regular board meeting, Wednesday, October 13, 2021 at 6:30 p.m. at the library.