

**Langlois Public Library District**  
**Board Meeting Agenda**  
Wednesday, February 12, 2020 at 6:30 PM  
Langlois Public Library - 48234 Highway 101

**Board Meeting**

Call to Order

Approval of Minutes

Public Input\*

Agenda approval

**Correspondence:**

**Director's Report:**

**Financial Report**

**Transition/Board Training**

**Policy**

Harassment Policy status; Corporate Communications Policy (including social media);  
Revise Reader Board Policy; minutes, etc. on website?

**Old Business**

- Grants - last year & this year : SDAO safety; 501 c(3) dispersal
- Fundraising & Friends
- Website/Facebook
- Building Inspection, heat pump

**New Business**

- Set dates for budget meetings

**Action Items/Assignments**

**Adjournment**

Next regular Board meeting, Wednesday, March 11, 2020 at 6:30 PM 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

**Our Goals for FY 2019-20**

1. To have the Library open 6 days a week.
2. To end the year with an Unappropriated Ending Balance (UEB) of roughly \$35,000.
3. To begin the search for a full-time Library Director.
4. To have all Board members complete SDAO training.
5. To review, update and act in accordance with Library policy.

Langlois Public Library  
Board Meeting Minutes  
2/12/2020

Call to Order: 6:35 pm

Present: Jo Rieber, Sandie McDonald, Deanna McDermott, Carol Waxham, Denise Willms

Absent excused: Susan Orbom

Visitors, Paulianne Balch-Rancourt, Sandy House, Ken Willms

The minutes of January 8th, 2020 were discussed. J. Rieber moved to accept the minutes of 1/8/2020 as presented, D. McDermott seconded, unanimous. Minutes of the January 22nd, 2020 special meeting were discussed. J. Rieber asked for a change in wording in the last paragraph. D. McDermott moved to accept the minutes of 1/22/2020 as amended, C. Waxham seconded, unanimous.

Agenda was discussed

No correspondence

Paulianne donated a change counter jar in place of the counter donation jar.

D. Willms went over the Directors report. Dates of significance were discussed. D. Willms went over the statistics. J. Rieber asked about the higher numbers, D. Willms explained that being open more hours has helped bring up circulation. C. Waxham asked about hours of operation and when the library might be able to open for longer hours. Discussion.

S. McDonald and D. Willms presented the financials. Budget was discussed. The Board requested salary/employee pay information, D. Willms will work with C. Ashdown to have something for the next meeting. Discussion.

C. Waxham presented the Board with information on Americorps programs. The Board discussed applying for the program in 2021 and partnering with other Curry libraries.

Board training was discussed.

Policies were discussed. Reader board policy was discussed. C. Waxham moved to have messages designated for the reader board approved by the Director as directed by the Board. Discussion. D. McDermott motioned, Pending revision of the reader board policy the Library

Director will be able to accept reader board messages to the benefit of the community with priority given to library messages. S. McDonald seconded, unanimous.

Social Media was discussed and tabled until the next meeting.

J. Rieber discussed grants. The United Way grant was denied, and the Rotary grant has been postponed. The Rotary grant process starts again in May and the library can apply then for the small grants.

Library bulletin discussed. A sign up sheet will be placed at the front counter for patrons to request the library bulletin.

Outside maintenance was discussed. D. Willms will call Jose Meza and set up maintenance.

The Board set the budget meeting dates. The Budget committee will meet on April 22nd at 6:30pm and the Budget Hearing will be May 13th before the regular Board meeting.

Discussion about the search for library leadership. C. Waxham stated she believes it would be best to wait until after the budget is done before doing a search. J. Rieber discussed other possibilities for attracting leadership.

D. McDermott motioned to adjourn, S. McDonald seconded, unanimous.

Meeting adjourned at 8:35 pm

Respectfully submitted

Denise Willms  
langloislibrary@gmail.com

Directors Report  
Langlois Public Library District  
2-08-2020

Weeding is moving along again after a bit of a lull. We are still doing fine and should be ready for inventory when the time comes.

Annie has begun a project with the music CD's, and is separating them out into their genres. This is giving us a really good visual of what the collection is missing, what it has too much of and what we need to do to balance it out.

I am currently researching the best security camera system for the library and where cameras need to be. I have been looking at schedules and our options in regards to staffing and open hours. I hope to have a definitive answer to the puzzle after consulting with Cecil about my thoughts.

I will be gone March 5-7 at the Spring Public Library Directors meeting in Newport. I will also be gone April 26th - May 4th at the OLA conference in Bend. I will also be on "baby watch" at the end of March as my Daughter is due between March 30th and April 2nd. Lo and Annie have both said they would cover Saturday's when I am gone. Another date to be aware of is April 13th, All Staff Training day for Curry County Libraries. There will be a presenter / facilitator coming from Colorado and the afternoon will have breakout sessions. We are also inviting Board members for the day. We have arranged for Boards to meet in the afternoon so they can get to know each other and use the time to collaborate, ask questions, and discuss current issues. We are hoping to have a facilitator for that meeting also. I will need to know who is attending by the end of March.

Denise Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

DECEMBER 2019

	January 2020		December 2019		November 2019	
<b>Total hours open</b>	156		122		84	
<b>CIRCULATION</b>						
Regular Adult	635		272		161	
Library2Go e-books	21		15		13	
<b>Total Adult Books</b>	411		287		174	
YA/Juvenile	44		45		17	
Children's	41		121		35	
<b>Total Juvenile Books</b>	81		166		52	
<b>TOTAL BOOKS</b>	492		453		209	
Adult audio/visual	965		425		388	
Library2Go audio	13		9		4	
Juvenile audio/visual	14		13		10	
Magazines	38		34		18	
<b>TOTAL NON-BOOKS</b>	1030		481		420	
<b>TOTAL ALL MATERIALS</b>	1522		934		629	
<b>Holdings</b>	109		43			
<b>INTERNET USERS</b>						
Library public access computers	95		62		57	
Wireless computers						
<b>TOTAL INTERNET USERS</b>						
<b>ATTENDANCE</b>	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	524	18	370	25	257	22
Meeting/Class attendance			8	0	10	0
Adult Program attendance	60		11	3	0	0
Kids Program attendance			0	0	0	0
<b>TOTAL ATTENDANCE</b>	584	18	389	28	267	22
<b>Total Combined Attendance</b>	602		417		289	