

Langlois Public Library District
Board Meeting Agenda
Wednesday, March 11, 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

- Reader Board, Children, Social Media

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, for public notices
- Budget committee members?

Action Items/Assignments

Adjournment

Next regular Board meeting, Wednesday, April 8, 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 Library Board Minutes
Regular Meeting 3/11/2020

Meeting called to order at 6:35 pm

Present: Jo Rieber, Susan Orbom, Deanna McDermott, Carol Waxham, Denise Willms

Excused: Sandie McDonald

Visitors: Sandy House, Eric Orbom

Minutes of February 18th, 2020 were discussed. J. Rieber asked that a little more information be included in the minutes. C. Waxham asked for the word minutes to be added to the top and the email added to the bottom of the minutes. J. Rieber made a motion to accept the minutes, C. Waxham seconded the motion, unanimous.

Agenda:

C. Waxham motioned to add child policy to the Policy agenda item, D. McDermott seconded. Unanimous.

D. Willms provided the Directors report. Expanded hours on Monday, Thursday, and Friday were discussed. D. Willms reported on her attendance at the Public Library Directors meeting. The Board directed D. Willms to purchase more reader board letters.

Financial reports were discussed. The Board discussed what they would like to see in the financial report. Balancing the P&L was discussed. D. Willms stated that the bookkeeper was having a difficult time accessing the accounts to balance. D. Willms will get more information on exactly what the bookkeeper needs to streamline the process. The Board discussed the Xerox account.

Policy:

D. McDermott moved to table the Facebook page policy. Child policy was discussed, D. Willms will bring a copy of Port Orford's policy. Pandemic policy was discussed. D. Willms will make adjustments.

Old business:

J.Rieber and D.Willms met with Gold Beach Heating in regards to the heat pumps. The discussion compared replacement of the current equipment or moving to a ductless system. The cost is similar but the ductless system would be quieter and would eliminate the interior air exchanger. S. Orbom made a motion to purchase a ductless system when funds become available, D. McDermott seconded the motion. Unanimous. The Board discussed getting a second bid for the heat pumps. J. Rieber will get a second bid.

Grants:

J. Rieber and D.Willms discussed the Port Orford Ambulance grant. The grant is expected in the middle of the month.

The Friends book sale made approximately \$1,200.00.

The budget and possible budget committee members were discussed. April 22nd at 6:30pm was chosen as the budget meeting. J.Rieber and S.Orbom will make some calls to prospective members.

Meeting was adjourned at 8:55 pm

Respectfully submitted

Denise Willms

Next meeting April 13th, 2020 @ 6:30pm

langloislibrary@gmail.com

Directors Report
Langlois Public Library District
3-04-2020

Weeding is complete and we are now in the process of adjusting the shelves so items have more space and the shelves are easier to use. After we are done adjusting the shelves we will begin our inventory. I have several volunteers who will be helping us with inventory and I anticipate it taking 2 weeks from start to finish.

Annie has finished her music project and we have had lovely feedback from patrons. We now know what we need to look for to give us a more well rounded collection.

After talking with Annie we are now open from 11-6 on Monday, 11 - 7 on Thursday and 11-6 on Friday. The new times started March 2nd. The extra hours on Thursday should ease the time crunch for the 2 groups who meet that day on a monthly basis.

We have several volunteers that are interested in doing some programming. I will be setting a staff/volunteer meeting in the near future so we can start putting programs in place.

The Public Library Directors Meeting was very informative and discussions ranged from staffing during outbreaks, to expanding foreign language selections in the library. I was also able to touch base with many other Directors and my conversations were productive.

I have been working on gathering budget numbers and putting together a budget packet.

Things are moving right along.

Denise Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

FEBRUARY 2020

	February 2020		January 2020		December 2019	
Total hours open	144		156		122	
CIRCULATION						
Regular Adult	767		635		682	
Library2Go e-books	12		21		15	
Total Adult Books	779		656		697	
YA/Juvenile	40		44		45	
Children's	67		41		121	
Total Juvenile Books	107		81		166	
TOTAL BOOKS	886		737		863	
Adult audio/visual	834		965		425	
Library2Go audio	16		13		9	
Juvenile audio/visual	28		14		13	
Magazines	34		38		34	
TOTAL NON-BOOKS	912		1030		481	
TOTAL ALL MATERIALS	1798		1767		1344	
Holdings	230		109		43	
INTERNET USERS						
Library public access computers	58		95		62	
Wireless computers						
TOTAL INTERNET USERS						
ATTENDANCE	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	471	20	524	18	370	25
Meeting/Class attendance	29	0	0	0	8	0
Adult Program attendance	0	0	60	0	11	3
Kids Program attendance	0	0	0	0	0	0
TOTAL ATTENDANCE	500	20	584	18	389	28
Total Combined Attendance	520		602		417	