

# Langlois Public Library District

## Virtual Special Board Meeting

Wednesday, May 13, 2020

following the 6:30 PM budget meeting

Using your computer or phone and ZOOM!

Call the library for instructions

M-F, 1-5, 541-348-2066



### Agenda

Call to Order

Approval of Minutes

Agenda approval

Director's Report:

Financial Report

Policy

Old Business

- Grants - last year & this year
- Fundraising & Friends
- Heat pump
- Budget committee: members, meeting notices
- Pandemic
- Current & future staffing

New Business

Action Items/Assignments

Public Comment\*

Adjournment

Next regular Board meeting, Wednesday, June 10, 2020 following a 6:30 PM budget hearing – physical or virtual location to be determined.

\*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 Library Board Minutes  
Regular Meeting 5/13/2020

Meeting called to order at 8:35 pm via Zoom meeting

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

Visitors: none

Minutes of April 22nd, 2020 were discussed. S. Orbom and J. Rieber made corrections to the minutes. J. Rieber moved to accept the minutes as corrected, D. McDermott seconded, unanimous.

Agenda:

Patron and child policy tabled.

D. Willms provided the Director's report. The State of Oregon State Library and the Governor's office are working on guidelines for library reopening. D. Willms discussed the requirements of reopening the library. Protective equipment, masks, computers, and patrons in the building were discussed. Computer appointments were discussed.

S. Orbom requested corrections to the Director's report.

Financial reports were discussed. Bill pay was discussed. S. McDonald is working with Rogue Credit Union to initiate Bill Pay for recurring monthly bills. Bandon Bookkeeping bill discussed. Reimbursement for long distance calls for online meetings. Board agreed to reimburse the cost to S. McDonald.

Policy and Staffing discussions tabled.

Grants: J. Rieber and D. Willms will be working on the safety grant next week

The Friends have agreed to help with the extra cost for the heat pumps.

Budget Hearing June 10th at 6:30 pm. J. Rieber thanked S. Orbom for the posting of the budget in the Post Office.

J. Rieber moved to adjourn, C. Waxham seconded, unanimous.

Meeting adjourned 9:15 pm

Respectfully submitted

Denise Willms

Next meeting June 10th, 2020 following the Budget Hearing @ 6:30pm  
langloislibrary@gmail.com

Director's report  
5/12/2020

We continue to follow best practices in regards to social distancing, no contact pick up, and sanitizing surfaces and items. Curbside service has resumed, and patrons are adapting well. Patrons can now call the library between 1pm and 5pm Monday and Wednesday to arrange pickup of their items, or to place holds.

The State Library is working with the Governor's office and the Health Department to create best practices and guidelines for libraries to reopen. These guidelines will govern what libraries must do and what are suggested best practices, and at what point during the States phased reopening certain things can happen. I am actively involved in these discussions within our system and at the State level. I have been working on a phased reopening plan and will adjust it to meet the State Library guidelines when they are approved.

Part of our ability to reopen involves making some small adjustments to our circulation desk. We will need to install plexiglass barriers at the circulation desk to separate patrons and staff. There are several styles and their cost will run about \$300.00 for the two shields.

The inventory is almost complete and the second part should be happening in the next week.

We are short one person but should be back to full staff this coming Monday May 18th.

D. Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

FEBRUARY 2020

	April 2020		March 2020		February 2020	
<b>Total hours open</b>			144		144	
<b>CIRCULATION</b>						
Regular Adult	387		175		767	
Library2Go e-books	62		40		12	
<b>Total Adult Books</b>	<b>449</b>		<b>215</b>		<b>779</b>	
YA/Juvenile	18		9		40	
Children's	44		47		67	
<b>Total Juvenile Books</b>	<b>62</b>		<b>56</b>		<b>107</b>	
<b>TOTAL BOOKS</b>	<b>511</b>		<b>271</b>		<b>886</b>	
Adult audio/visual	320		682		834	
Library2Go audio	71		33		16	
Juvenile audio/visual	20		31		28	
Magazines	0		14		34	
<b>TOTAL NON-BOOKS</b>	<b>411</b>		<b>760</b>		<b>912</b>	
<b>TOTAL ALL MATERIALS</b>	<b>922</b>		<b>1031</b>		<b>1798</b>	
<b>Holdings</b>	94		210		230	
<b>INTERNET USERS</b>						
Library public access computers	0		52		58	
Wireless computers						
<b>TOTAL INTERNET USERS</b>						
<b>ATTENDANCE</b>	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance			287	52	471	20
Meeting/Class attendance			24	0	29	0
Adult Program attendance			0	0	0	0
Kids Program attendance			0	0	0	0
<b>TOTAL ATTENDANCE</b>			<b>311</b>	<b>52</b>	<b>500</b>	<b>20</b>
<b>Total Combined Attendance</b>			<b>363</b>		<b>520</b>	

There were 15 curbside pickups in March after we closed the doors due to the pandemic