

**Langlois Public Library District**  
**Regular Board Meeting**

Wednesday, June 9, 2021 at 6:30 PM

At the library or by Zoom – call 541-348-2066 for info

**Agenda**

Call to Order

Approval of minutes of last meeting

Agenda approval

**Budget Resolution**

**Director's Report**

**Financial Report** - budget for mowing?

**Evaluation Process** - Deanna, Jo

**Old Business**

- Copier contract - Jo, Cynthia
- Grants - last year & this year
- Fundraising & Friends - book sale, reader board
- Maintenance

**New Business** - packet for new Board member

**Policy**

**Training**

**Action Items/Assignments**

**Public Comment\***

**Executive Session** per ORS 192.660(2)(i) [To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.]

Public Session resumes after Executive Session

**Board Meeting Resumes**

**Adjournment**

Next Board meeting, Wednesday, June 9, 2021 at the library or by Zoom – call library to verify.

\*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.

LPL Board Minutes  
June 9, 2021

The scheduled meeting was conducted both in person and on the Zoom platform. Present: Susan Orbom (Chair), Carol Waxham (Vice Chair) Deanna McDermott, Jo Rieber. Excused: Sandie McDonald. Zoom attendee: Angie House, Staff: Cynthia Hovind, Director.

Susan Orbom welcomed the Board and participants. She began with housekeeping matters. PSA: Langlois Library Summer Reading Fun is prominent in the Port Orford News.

According to the SDAO, an employee undergoing evaluation chooses if the evaluation is public or in executive session.

**Minutes**

C. Waxham moved to accept the corrected minutes and D. McDermott seconded the motion. All in favor. D. McDermott moved and J. Rieber seconded that the action items must be listed at the end of the minutes. All in favor.

**Agenda approval without objection.**

**Budget Resolution**

Motion to Approve Resolution 2020-21.5 adopting the FY 2021-2022 budget, making appropriations, imposing the tax, and categorizing the tax. Moved by J. Rieber, seconded by C. Waxham, passed unanimously.

**Director's Report**

C. Hovind spoke of the hourly employee's evaluation, initiated 6/8/2021. His anniversary date was December 4, 2020. This employee has performed above and beyond his job description. The Board contributed ideas about staff recognition. S. Orbom and C. Hovind agreed to present a proposal for the July Board meeting. C. Hovind talked about her priorities as the FY ends. D. McDermott asked for summary sections in the director's report covering statistics and financials.

**Resolutions:**

S. Orbom: Resolution language (2020-21.6) *Monies paid to the Consultant above that line item total should come out of the contingency fund.* C. Waxham moved and D. McDermott seconded to accept. No opposition.

*Resolution 2020-21.7* for purposes of moving \$500 from facilities and maintenance to the landscape maintenance line item. J. Rieber moved and D. McDermott seconded the motion. Passed without objection.

S. Orbom deferred the library hours discussion until the July meeting.

## **Evaluation Process**

J. Rieber and D. McDermott presented a variety of evaluation methods. One is specifically drawn from the Library Director's job description. A demonstration could be incorporated into this evaluation. An overview form was also displayed. The Board will have a discussion and vote on process and materials at the July meeting.

## **Friends**

The Friends have managed to find a source (Port Orford Rotary) who will repair the library's reader board as a service project. *Book Sale*: The sale is coming together. Board support is needed in the early morning set up on the day of the sale. *August Ice Cream Celebration* Ideas were offered to situate the band and augment the uneven ground with a fundraising solution (purchase a paver).

## **New Business**

### **Agenda Items for July**

Housekeeping for the new fiscal year: officer election; financial housekeeping and a Resolution which addresses the treasurer on each bank account.

Explore accounting regulations about volunteers not being eligible for employment.

### **Action Items for July Meeting**

C. Hovind, Director, was tasked with checking with accounting to determine if a Resolution is required for increasing minimum wage July 1, 2021.

C. Hovind, find a Copy of Oath for new board member

C. Hovind, Coach new board member in establishing dedicated email. Ask her to send a group email to all Board members. Request a statement and picture for the website. Send to S. Orbom.

S. Orbom and C. Hovind, prepare a staff recognition proposal.

Adjourned at 9:05 pm

Respectfully submitted,

Cynthia Hovind