

Langlois Public Library District

Regular Board Meeting

Wednesday, April 14, 2021 at 6:30 PM
by Zoom – call 541-348-2066 for info

Agenda

Call to Order

Approval of minutes of last meeting

Agenda approval

Director's Report

Financial Report

Policy

Training

Old Business

- Grants - last year & this year
- Fundraising & Friends
- Maintenance
- Budget committee members & dates

New Business

- Long Term & Short Term options for open days/hours (for budget planning)
- Long Term & Short Term options for wages (for budget planning)

Action Items/Assignments

Public Comment*

Adjournment

Next Board meeting, Wednesday, May 12, 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.

Langlois Library Board Minutes
4/14/2021

Langlois Public Library Board of Directors
Board Meeting via Zoom / Phone
Meeting called to order at 6:33 pm

Present: Susan Orbom (Chair), Jo Rieber, Sandie McDonald (Treasurer), Deanna McDermott, Carol Waxham(Vice-Chair), Denise Willms (Consultant), Visitor: none

S. Orbom welcomed the members of the Board

Minutes of the March 10th, 2021 Board meeting were discussed. D. McDermott volunteered to proof read the minutes as C. Hovind becomes more familiar with the Board's preferred format. Minutes tabled until May so C. Hovind can bring them in line with what the Board requires.

Agenda

S. Orbom added future needs under maintenance

The Director's report was discussed. Orientation of incoming Board member(s) discussed. S. Orbom asked about the progress on purchasing Adobe, D. Willms stated that it was a matter of becoming registered with TechSoup. Action item for C. Hovind to accomplish in April is registration with TechSoup.

Training goals for C. Hovind discussed. D. Willms discussed goals and what items have been worked on. Cataloging discussed.

The financial report was discussed. C. Waxham inquired about SWANK. D. Willms stated that it is the movie licensing agency which allows movies to be shown in the library.

Old business: Friends had a clean up day during which several building maintenance issues were discovered. C. Hovind sent thank you letters to all of the volunteers. J. Rieber contacted Joel Deets about repairs, discussion. Board consensus to have C. Hovind move forward with building repairs. Locking mailbox discussed. HEPA filter discussed

New business:

The Board discussed the current and upcoming budget. Wage ranges were discussed. Moving allowance was discussed. J. Rieber moved to allot \$1500.00 for moving expenses to C. Hovind, C. Waxham seconded, unanimous.

Board Treasurer position discussed.

S. Orbom adjourned the meeting at 7:59 pm

Director's Report

Langlois Public Library

March 10, 2021

For March, I filed an email with Cecil reflecting 162.5 hours. I have resumed using the TimeClock system for April. Month two on board has featured a more in-depth exercise into the circulation system's capabilities. The library grounds really shine this season, thanks to the Friends. The statistics for March are a little flat. I understand that lambing season has an impact on the numbers. Lo and I have made a substantial dent on the accumulated cataloging stacks. I have been drafting a number of staffing/hour scenarios so the library will be prepared for reopening. Cecil and I are refining our communication via courier, fine tuning the timing for the bills to be submitted. Results of the patron poll regarding summer hours will be submitted in May.

Trainings: I attended the State Library's presentation for Summer Reading programming ideas, met with D. Willms, Consultant regarding budget preparation, google docs, copy cataloging and reports and statistics. Thanks for the quality training.

Meetings: The State Library presented a fine meeting re Summer Reading Programming and how to approach planning with the uncertain COVID environment. I attended the Friends' meeting, and the Curry County Director's Conference Call. I attended the LPL Board Meeting. Community contacts are listed below: Adult Monthly Programming, Deanna McDermott; Children's Summer Reading and Second Super Science Saturday Programming specifically for June with Willow Song; Jennifer Croft, Bandon Library re Library substitute employee and DVD shelving; Driftwood Elementary for Summer Reading referrals; Buzzy Nielsen, State Librarian, small library grant possibilities; Bill McDonald, Fire Department re burning safety, The First Community Church to coordinate Summer Reading Dates.

Best,

Cynthia Hovind

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

MARCH 2021

2021	MARCH 2021		FEBRUARY 2021		JANUARY 2021	
Total hours open	127		100		115	
CIRCULATION						
Regular Adult	584		393		349	
Library2Go e-books	21		22		26	
Total Adult Books	605		415		375	
YA/Juvenile	100		102		90	
Children's	69		113		88	
Total Juvenile Books	169		215		178	
TOTAL BOOKS			630		553	
Adult audio/visual	688		936		682	
Library2Go audio	17		26		28	
Juvenile audio/visual	10		68		8	
Magazines	28		53		21	
TOTAL NON-BOOKS	743		1083		739	
TOTAL ALL MATERIALS	1,348		1,713		1,292	
Holds	128		219		111	
INTERNET USERS						
Library public access computers	30		23		21	
Wireless computers	17				163	
TOTAL INTERNET USERS	47		23		184	
ATTENDANCE	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	187	9	195	13	162	8
Meeting/Class attendance	9		7	0	0	0
Adult Program attendance	0		0	0	0	0
Kids Program attendance	0		0	0	0	0
TOTAL ATTENDANCE	196	9	202	13	162	8
Total Combined Attendance	205		225		170	