

Langlois Public Library District
Regular Board Meeting
Wednesday, September 9, 2020 at 6:30 PM

AT THE LIBRARY – masks required

Agenda

Call to Order

Approval of minutes

Agenda approval

Director's Report

Financial Report

Director Search

Friends - MOU

Old Business

- Grants - last year & this year
- Fundraising & Friends
- Maintenance
- Pandemic
- Census

Training

Policy

New Business

Action Items/Assignments

Public Comment*

Adjournment

Next regular Board meeting, Wednesday, October 14, 2020 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.

Langlois Public Library
Board Meeting 9/9/2020

Meeting called to order at 6:23 pm

Present: Susan Orbom (Chair), Jo Rieber, Deanna McDermott, Carol Waxham(Vice-Chair), Denise Willms (Consultant)

Visitor: Eric Orbom, Sandy House, Angie House, Anne Guerin

S. Orbom welcomed Board members and Visitors

The minutes of August 12th, 2020 were discussed. S.Orbom asked for changes to the last sentence in section 5. C. Waxham moved to accept the minutes as amended, D. McDermott seconded the motion, unanimous.

Agenda- C. Waxham moved to approve the agenda as presented, S. McDonald seconded the motion, unanimous. D. McDermott asked to speak about a donation.

D. Willms presented the Director's report. An increase in library hours and adding on Saturday was discussed. A new grant from the State Library is now available and will help the library provide more digital content, employment skills, training, and instructional programming. The dog waste receptacle and its placement were discussed.

Financial reports discussed. The Board discussed the RLA (report in lieu of audit). S. Orbom discussed the numbers with the board. D. Willms will make the corrections on the RLA and S. Orbom will send. S. McDermott asked about the Xerox bill. D. Willms explained that the bill came in after leaving on vacation so there will be 2 bills listed on the September financials.

The Memorandum of Understanding (MOU) between the Friends of the Langlois Library and the Library Board was discussed. Ann Guerin presented the MOU to the Board for consideration. C. Waxham presented her thoughts on what she would like to see in the MOU. The Board will go over the MOU and bring their suggestions to the next meeting.

Director Job search discussed. Advertisements, in newspapers, and on the State Library website was discussed. The Job description was discussed. D. McDermott motioned to approve the Job Description as presented by J. Rieber, S. McDonald seconded the motion. Unanimous.

The screening process was discussed. A Two-part application process consisting of an initial screening interview and a second interview with the Library Board for applicants who move forward in the process was discussed. The timeline for the search and interviews was discussed. D. Willms will check on the procedures for executive sessions in regards to hiring. J. Rieber will send information in regard to Veteran's preference points. S. McDonald will ask Martha Schram if she will create a recruitment poster.

D. McDermott thanked Sue Marstall for the lovely hydrangea to add to the library. J. Rieber noted that the parking lot lights will be up in the next 2 weeks.

C. Waxham provided a policy on Library Board officer term limits. Discussion. D. McDermott moved to adopt the first line of the policy, S. McDonald seconded. Unanimous.

Action items: C. Waxham will work on getting the dog station installed, J. Rieber will provide information on Veterans preference, D. McDermott will work on refining interview questions, D. Willms will work on placing ads in the newspaper and on the State Website, S. Orbom will update the website.

Public Comment: Sandy House asked if the July minutes had been posted. S. Orbom apologized and will make sure they are posted.

The meeting adjourned 8:15 pm
Next meeting October 14th, 2020

Respectfully submitted
Denise Willms

Director's report
9/3/2020

We have started our increased hours and it is going well so far. The State Report had some snags (on the report side) so I was not able to complete it as quickly as I would have liked. I will be finishing it up in the next week. Everyone should have received the link for the Safe Personnel training site. After vacation I am playing catch up but should be up to speed in the next day or so.

There is a new grant from the State Library that I will be applying for. I am hoping to get the correct equipment to do video storytimes and other instructional programs and to set up an LPL youtube channel. I will be tapping some volunteers to help with content.

A patron (not sure of the who) donated a dog waste receptacle. We will have it installed after we figure out where it should go. My initial thought is to have it over near the big mailbox as that is where I see most people walk their dogs. Or we could make a sign and designate a dog friendly area and put the set up over there.

D. Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

August 2020

2020	August 2020		July 2020			
Total hours open						
CIRCULATION						
Regular Adult	318		256			
Library2Go e-books	61		86			
Total Adult Books	379		342			
YA/Juvenile	30		45			
Children's	91		59			
Total Juvenile Books	121		104			
TOTAL BOOKS	500		446			
Adult audio/visual	729		769			
Library2Go audio	83		62			
Juvenile audio/visual	24		41			
Magazines	24		23			
TOTAL NON-BOOKS	860		895			
TOTAL ALL MATERIALS	1,360		1,341			
Holds	150		133			
INTERNET USERS						
Library public access computers	37		42			
Wireless computers	142		153			
TOTAL INTERNET USERS	179		195			
ATTENDANCE	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	220	14	279	20		
Meeting/Class attendance	20	0	0	0		
Adult Program attendance	0	0	0	0		
Kids Program attendance	0	0	0	0		
TOTAL ATTENDANCE	234	14	279	20		
Total Combined Attendance	248		299			