

# Langlois Public Library District

## Regular Board Meeting

Wednesday, July 8, 2020 at 6:30 PM

**AT THE LIONS CLUB (48136 Floras Lake Loop) for social distancing!**

### Agenda

Call to Order

Approval of minutes of June 10 Board meeting

Agenda approval

Election of officers

### Director's Report

### Financial Report

### Training

### Policy

### Old Business

- Grants - last year & this year
- Fundraising & Friends
- Maintenance
- Pandemic
- Current & future staffing

### New Business

- Goals for new year, staffing, strategic plan

### Action Items/Assignments

### Public Comment\*

### Adjournment

Next regular Board meeting, Wednesday, August 12, 2020 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.

## Minutes

Langlois Public Library Board of Directors  
Board Meeting 7/8/2020

Meeting called to order at 6:30pm

Present: Susan Orbom (Chair), Jo Rieber, Sandie McDonald (Treasurer), Deanna McDermott, Carol Waxham (Vice-Chair), Denise Willms (Consultant), Cecil Ashdown (Bookkeeper)

Visitor: Eric Orbom

S. Orbom welcomed and thanked the members of the Board for their work over the last fiscal year.

Minutes of the Budget Hearing and regular meeting held on 6\10\2020 were discussed. The Board requested that the minutes of both meetings reflect that they were held both in person and via Zoom.

J. Rieber moved to accept the minutes of the Budget Hearing as amended, C. Waxham seconded, unanimous.  
J. Rieber moved to accept the minutes of the regular Board Meeting as amended, D. McDermott seconded, unanimous.

### Agenda-

S. Orbom went over the agenda items. J. Rieber moved to accept the agenda, S. McDonald seconded, unanimous.

Election of officers was discussed at length by the Board. S. McDonald nominated C. Waxham for Chair, J. Rieber nominated S. Orbom for Chair, discussion. C. Waxham spoke about the need for term limits on Board officers, discussion. S. Orbom asked C. Waxham to bring a Resolution / Policy to the next meeting in regards to term limits. D. McDermott moved to continue with S. Orbom as Chair, S. McDonald as Treasurer, C. Waxham as Vice-Chair. J. Rieber seconded the motion, unanimous.

C. Ashdown brought up the need for a Registered Agent. The Board discussed possibilities. D. Willms volunteered to be the registered agent until such time as a permanent Director was hired. D. McDermott moved to have D. Willms act as the registered agent, J. Rieber seconded, unanimous.

D. Willms went over the Director's Report. J. Rieber and S. McDonald spoke about the duties of a treasurer and a bookkeeper. S. McDonald will speak with C. Ashdown about passing more of the day to day financial duties over to her. The LGIP account and Saved for Future line item was discussed. Board consensus was to stay with the Saved for Future line item for now.

C. Ashdown went over the financial report.

D. Willms went over the Safe Personnel site and training that is available to Staff, Volunteers and Board members. D. Willms will set up site ID's for those who want one.

Policy discussion- C. Waxham read the reader board policy. J. Rieber moved to adopt resolution 2020-20.1 adopting the Reader Board Policy, D. McDermott seconded, unanimous. C. Waxham and D. Willms have touched base on policy but have not started major work on them. D. Willms is still digging up policy documents from past years. C. Waxham read the current Patron Policy discussion. D. Willms will scan and send the policies to the Board. The Board requested D. Willms to check off the most important parts of the Port Orford policy that would be appropriate and useful in Langlois and that would be in line with other local libraries.

Old Business:

The Friends spent a day cleaning up the patio and plan on adding some colorful chairs to make it more inviting as there are more people choosing to sit outside and use the WiFi instead of coming in. J. Rieber hopes to have more volunteers come to help with maintenance, and the Friends plan on having two memorial plaques that have fallen down restored. C. Waxham would like to see a memorial for former Langlois Librarian Scott Smith who passed away in March of 2018. J. Rieber provided information on the parking lot lights and will bring the Board the final assessment when John Lincoln is finished researching.

A Special meeting has been set for July 22nd at 6:30 to discuss the initial stages of a Directors search and to outline what they would like to accomplish in a workshop. The Board Workshop has been set for July 29th from 6-8 in-person and via Zoom meeting with Buzzy Neilson. Both meetings will take place in the Langlois Public Library.

J. Rieber mentioned that Paula Baudry is interested in doing storytime. D. Willms will contact her.

Meeting adjourned at 8:45pm

Next meeting August 12th, 2020

Respectfully submitted

Denise Willms

Director's report  
7/2/2020

The Library is now open on a limited basis. Our current hours are Tuesday - Friday 2pm - 6pm, and we are currently seeing around 6 - 10 patrons a day. This is on par with what other Curry libraries are seeing in their return to the library numbers. Patrons are very happy we are open again even on a limited basis and have been very understanding about the restrictions we have to work with. Coos County libraries are opening up on a very limited basis at this time.

The United Way grant came in, and I will be putting that to use on finishing off the security camera installation. I also applied for a new outdoor wifi installation and that was installed and is now working well. Patrons no longer need to sit up against the building to get a signal.

The Staff and I have made a huge dent in the backlog of items in the office and the area is much more usable. I am now able to go back to working on the files as there is room now to do so.

I am looking at different shelving options to move the books on CD so that we can expand the DVD section. There are a lot of options, and I am narrowing it down to the ones that meet our specific needs. I hope to have a shelf installed by mid July.

D. Willms

**Langlois Public Library District**  
**Special Board Meeting**  
Wednesday, July 22, 2020 at 6:30 PM  
**at the Library**

The public is always welcome at our meetings.  
Due to pandemic precautions, it would be helpful to notify the library if you plan to attend so that we can make preparations.

**Agenda**

Call to Order

Review materials for July 29 workshop

Topics for workshop?

**Action Items/Assignments**

**Public Comment\***

**Adjournment**

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**Langlois Public Library District**  
**Workshop**  
Wednesday, July 29, 2020 at 6:00 PM  
**at the Library and on Zoom**

The public is welcome to attend this workshop in person and/or on Zoom.  
Please notify the library in advance to make arrangements.

Next regular Board meeting, Wednesday, August 12, 2020 location to be determined.

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Langlois Public Library  
Special Board Meeting 7/22/2020

Meeting called to order at 6:30pm

Present: Susan Orbom (Chair), Jo Rieber, Sandie McDonald (Treasurer), Deanna McDermott, Carol Waxham(Vice-Chair), Denise Willms (Consultant), Cecil Ashdown (Bookkeeper)

Visitor: Eric Orbom

S. Orbom welcomed all and stated that the purpose of this meeting is to discuss the requirements, and search for a Library Director.

Agenda items were discussed. J. Rieber asked to separate out different needs, description, policy, and hiring timeline.

S. Orbom asked if a new person can come in during the pandemic. D. Willms replied that yes some one could as long as we are not in lockdown. S. Orbom asked what type of work is now required. D. Willms responded that the pandemic has changed the workload as we are having to readjust everything that we normally do and are having to also adjust to the constantly changing regulations.

The Board discussed advertising the position of Director. The requirements for different advertisements, online and newspaper were discussed. The cost, and length of the advertisements were central to the discussion.

Salary and Work hours were discussed. Discussion included the range of responsibilities, hours of operation, cost of living, and budget constraints. Consensus of the Board to set the salary at \$27,500.00 per year.

Qualifications for applicants discussed. Knowledge, education, work experience, and physical demands were central to the discussion.

The Board discussed what they would like to get out of the workshop with Buzzy Nielsen from the State Library. Discussions included: Timeline for hiring, advertisements and wording, Job description, employment applications, and qualifications.

Workshop will be on July 29th from 6pm - 8pm

Adjourned 8 pm

Respectfully submitted

Denise Willms