

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

by Zoom – call 541-348-2066 for info

Agenda

Call to Order

Approval of minutes

Agenda approval

Director's Report

Financial Report

Old Business

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

New Business

- 2021 Election for Board members

Action Items/Assignments

Public Comment\*

Executive Session per ORS 192.660(2)(a) [to consider employment of officer or staff]

Public Session resumes after Executive Session

Board Meeting Resumes

Director Search

Adjournment

Next regular Board meeting, Wednesday, January 13, 2021 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.

Minutes  
12/9/2020

Langlois Public Library Board of Directors  
Board Meeting via Zoom / Phone  
Meeting called to order at 6:34 pm

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

Visitor: Sandy House, Angie House

S. Orbom welcomed the members of the Board and Visitors

Minutes of the November 11th, 2020 Board meeting were discussed. J. Rieber moved to accept the minutes as presented, C. Waxham seconded the motion, unanimous.

Agenda-

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

D. Willms provided the Director's report. The Post office box was discussed. The Statewide freeze was discussed and how the library will be adjusting. D. Willms has moved the library back to curbside with limited browsing appointments. A binder of need to know information for the new Director was discussed along with current grants.

The financial report was discussed. J. Rieber moved to accept the financial report, C. Waxham seconded. Unanimous.

J. Rieber provided an update on the Ford Family grant and has turned in the final report.

Fundraising and the Friends of the Library were discussed. There is a CCCC grant that the Friends will be applying for. The grant will be for a Summer or Fall event to celebrate the hopeful return to normalcy after the pandemic. The MOU was presented to the Friends and has been accepted and signed.

Yard maintenance was discussed. J. Rieber will call Jose to come and do one last mowing before Spring.

New business:

S. Orbom reminded the Board of the upcoming special election in May. The Library has 2 positions up for election and candidates must file between February 6th and March 18th. Discussion.

Public comment: Sandy House asked about the minutes for both July 2020 meetings. S. Orbom will look for them and make sure they are posted on the website.

Meeting adjourned at 7:02 pm to exit into executive session as per  
ORS 192.600(2)(a)[to consider the employment of an officer or staff]

Regular session resumed at 8:20 pm

S. Orbom addressed the Board and visitors

C. Waxham made a motion to offer an employment contract to Cynthia Hovind, subject to a background check. Motion seconded by D. McDermott. The vote was taken by roll call.

C. Waxham - yes  
J. Rieber - yes  
D. McDermott - yes  
S. Orbom - Yes  
S. McDonald - Yes

Draft contract discussed and amended. J. Rieber motioned to approve the contract as amended, subject to the approval of SDAO legal, C. Waxham seconded. Unanimous.

S. Orbom went over the next steps and will call C. Hovind and make the offer of employment. Available start dates were discussed. Board consensus to start employment by the next Board meeting on January 13th.

J. Rieber moved to adjourn, C. Waxham seconded

Meeting adjourned at 8:34 pm

Next meeting January 13th at 6:30 pm

Respectfully submitted

Denise Willms

## Directors Report

12/2/2020

With the ending of the Statewide freeze and the start of the new metrics, we find ourselves in the unenviable position of having to step back and resume curbside service and severely limit in-person services. With that in mind, we are adding an enhancement to our curbside by allowing 30 min browsing/computer appointments. We will be able to host 2 people at a time or if a family no more than 5. Our limit for people in the building is a total of 6 including staff.

I am currently working on creating a binder of “things to know”, passwords, instructions, and other interesting information that an incoming Director will need to know.

The grant from the State Library is in a holding pattern so that the incoming Director can make the decisions on how to use it. The grant is open for reimbursement until June of 2021. The State Library has also moved into a new Summer Reading program called iRead, I have done the initial set up and have created a broad summer reading program outline that can be easily changed to meet the needs of the community and new Director.

D. Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

November 2020

2020	November 2020		October 2020		September 2020	
<b>Total hours open</b>						
<b>CIRCULATION</b>						
Regular Adult	496		551		362	
Library2Go e-books	35		37		45	
<b>Total Adult Books</b>	<b>531</b>		<b>588</b>		<b>407</b>	
YA/Juvenile	82		49		81	
Children's	75		12		43	
<b>Total Juvenile Books</b>	<b>157</b>		<b>61</b>		<b>124</b>	
<b>TOTAL BOOKS</b>	<b>688</b>		<b>649</b>		<b>531</b>	
Adult audio/visual	732		1,219		922	
Library2Go audio	36		63		77	
Juvenile audio/visual	32		0		27	
Magazines	16		32		28	
<b>TOTAL NON-BOOKS</b>	<b>823</b>		<b>1,314</b>		<b>1,054</b>	
<b>TOTAL ALL MATERIALS</b>	<b>1,511</b>		<b>1,963</b>		<b>1,585</b>	
<b>Holds</b>	100		213		257	
<b>INTERNET USERS</b>						
Library public access computers	20		35		46	
Wireless computers	267		362		236	
<b>TOTAL INTERNET USERS</b>	<b>287</b>		<b>397</b>		<b>282</b>	
<b>ATTENDANCE</b>	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	195	8	263	74	285	41
Meeting/Class attendance	7	0	7	0	21	0
Adult Program attendance	0	0	0	0	0	0
Kids Program attendance	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>202</b>	<b>8</b>	<b>263</b>	<b>74</b>	<b>306</b>	<b>41</b>
<b>Total Combined Attendance</b>	<b>300</b>		<b>337</b>		<b>347</b>	