

Langlois Public Library District
Board Meeting Agenda
Wednesday, January 8, 2020 at 6:30 PM
Langlois Public Library - 48234 Highway 101

Board Meeting

Call to Order

Approval of Minutes

Public Input*

Agenda approval

Correspondence:

Director's Report:

Financial Report

Transition/Board Training

Old Business

- Grants - last year & this year
SDAO safety; 501 c(3) dispersal
- Fundraising & Friends

- Website/Facebook

- Building Inspection

- Schedule Special Meeting to
discuss search for new Library
Director
- Action Items

New Business

Executive Session [per ORS 192.660 (2)(a) re employment of employee or staff member]

Public Session resumes after Executive Session.

Board Meeting Resumes

Action Items/Assignments

Adjournment

Next regular Board meeting, Wednesday, February 12, 2020 at 6:30 PM 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.

Our Goals for FY 2019-20

1. To have the Library open 6 days a week.
2. To end the year with an Unappropriated Ending Balance (UEB) of roughly \$35,000.
3. To begin the search for a full-time Library Director.
4. To have all Board members complete SDAO training.
5. To review, update and act in accordance with Library policy.

Langlois Public Library District
Board Meeting
1-8-2020

Meeting called to order at 6:35 pm

Present: Susan Orbom, Jo Rieber, Sandie McDonald, Deanna McDermott, Carol Waxham, Denise Willms (consultant)

Visitors: Paulianne Balch-Rancourt, Eric Orbom

Board discussed receiving Board Packets before the meeting. S.Orbom requested that anything for the packet be sent to D. Willms so the packet can be assembled and sent.

J. Rieber moved to accept the minutes of December 4th, 2019, D. McDermott seconded, unanimous.

D. Willms went over the Director's Report. Two important dates were discussed. January 21st census training in Port Orford and All Staff Training for Curry County Libraries on April 13th.

Discussion of financial reports. The role of C. Ashdown bookkeeping was discussed. D. Willms provided a list of what the bookkeeper would be responsible for. S.Orbom and D. Willms will contact and work out the finer points.

J. Rieber discussed the SDAO Safety and Security Grant. D. Willms will purchase needed supplies. J. Rieber asked D. Willms to look for the Kyle Electric folder that mentions the Pole lights. The United Way grant to cover the cost of the Management Consultant was discussed. J. Rieber also discussed a Rotary Grant available for print materials. S. Orbom moved to authorize J. Rieber to proceed with applying for the grant, D. McDermott seconded the motion, unanimous. The distribution of monies from the Port Orford ambulance funds was discussed. The Friends have received four thousand in donations so far.

S. Orbom stated the website and FaceBook pages are up to date. The Board discussed what they would like to see on these platforms. D. McDermott stated she is having trouble getting the PSA in the papers and may need different contacts.

Building inspection and repairs were discussed.

The Board discussed meeting schedules and when it would be appropriate to move a meeting. A special meeting to discuss the options and search for a Library Director was set for January 22nd at 6:30pm.

C. Waxham went over the new harassment policy required by law, discussion followed. S. McDonald moved to approve Resolution 2019-20.20 replacing the existing harassment policy, in response to SB 479 using a modified SDAO template, J. Rieber seconded the motion, unanimous. The Board discussed the need to update library policies. Policy will be added to the agenda on a regular basis.

D. Mcdermott spoke about the Oregon Room. Discussion.

Meeting adjourned at 8:34pm

Respectfully submitted

Denise Willms

December was another month of improvement. The Book shed is ready for the Friends to work in, the Oregon Room is getting an overhaul which I am planning on having complete in February. Part of that overhaul will include painting the room to brighten it up and help give it a more spacious feel. It will be a great meeting room but is a bit claustrophobic with no windows. So we will remedy that as best we can.

Cleaning up the files is taking longer than I had hoped but I am starting to make some serious headway and hope to be done by the end of January. I am planning on doing a purge of paperwork, and other "stuff" that we are no longer required to keep and that serves no purpose (old catalogs, manuals etc.).

We have moved to 6 days a week and I am ready to begin altering the times I am in the library. I plan on coming in during the week for half days so I have a chance to touch base with both employees on a regular basis. The timing will vary depending on what is going on and where I need to be. But I should have a good idea about timing at the beginning of each month and will be able to post a general schedule for staff. This will also allow me to provide more training to each staff member.

Things are moving right along and the response from patrons has been positive.

Denise

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

DECEMBER 2019

2019	December		November		October	
Total hours open	122		84		78	
CIRCULATION						
Regular Adult	272		161		493	
Library2Go e-books	15		13		8	
Total Adult Books	287		174		501	
YA/Juvenile	45		17		28	
Children's	121		35		34	
Total Juvenile Books	166		52		62	
TOTAL BOOKS	453		209		563	
Adult audio/visual	425		388		298	
Library2Go audio	9		4		6	
Juvenile audio/visual	13		10		2	
Magazines	34		18		25	
TOTAL NON-BOOKS	481		420		331	
TOTAL ALL MATERIALS	934		629		894	
Holds	43					
INTERNET USERS						
Library public access computers	62		57		62	
Wireless computers						
TOTAL INTERNET USERS						
ATTENDANCE	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	370	25	257	22	271	20
Meeting/Class attendance	8	0	10	0	9	0
Adult Program attendance	11	3	0	0	0	0
Kids Program attendance	0	0	0	0	3	7
TOTAL ATTENDANCE	389	28	267	22	283	27
Total Combined Attendance	417		289		310	

Langlois Public Library District
Special Board Meeting Agenda
Wednesday, January 22, 2020 at 6:30 PM
Langlois Public Library - 48234 Highway 101

Board Meeting

Call to Order

Public Input*

Agenda approval

Library Director Search Options, Requirements, Plan

Bookkeeper

Executive Session [per ORS 192.660 (2)(a) re employment of employee or staff member]

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Langlois Public Library
Board Special meeting
1/22/2020

Called to order
6:32pm

Present: Jo Rieber, Deanna McDermott, Susan Orbom, Carol Waxham, Sandie McDonald, Denise Willms

Visitors: Sandy House, Eric Orbom, Ken Willms

The agenda was discussed. Bookkeeper was moved forward, and the agenda was approved.

The board discussed the need for a bookkeeper and what duties it would include. Cecil Ashdown Bookkeeping has offered a contract at \$150.00 per month. Discussion. S. McDonald moved to accept a contract with Cecil Ashdown Bookkeeping, J. Rieber seconded the motion, unanimous.

S. Orbom spoke about the Sprague grant and a gift from the Friends of \$2,000.00 for the library.

The Board discussed the search for a new Director or Library Manager. S. Orbom asked the board to think outside the box in how the Directors job could be filled. J. Rieber provided the Board with the ALA publication regarding finding a Director. Personal policies were discussed. The Board asked D. Willms to write up a library manager job description. Barriers to finding candidates were discussed. Housing, location, community values and culture, benefits, and wages were discussed. J. Rieber brought up the need to also look locally. Staff scheduling and wages were discussed. D. Willms will ask Cecil to run some sample employees costs so the Board can see what their options are.

Discussion of duties the Board is currently doing that could be done by staff.

Meeting adjourned
8:15pm

Respectfully
submitted Denise
Willms