

**Langlois Public Library District**  
**Board Meeting Agenda**  
Wednesday, December 4 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**

**Goals**

**Financial Report**

Resolution to create a working budget for remainder of FY 2019-20

**Transition/Board Training**

**Old Business**

Grants - last year & this year

Fundraising & Friends

Hours of Operation

Website/Facebook

**New Business**

Building Inspection

**Adjournment**

Next regular Board meeting, Wednesday, January 8, 2019 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.

**LANGLOIS PUBLIC LIBRARY BOARD MINUTES**  
**MEETING 12/4/2019**

**Public sign in:** None

Called to order: 6:35pm

**Board Present:** Susan Orbom; Carol Waxham; Jo Rieber, Sandie McDonald, Deanna McDermott

**Staff:** Denise Willms (Interim Director)

**Guests:** Eric Orbom, Paulianne Balch-Rancourt

**Approval of Minutes:**

The minutes of November 6th, 2019 were discussed. J. Rieber moved to approve the minutes as presented, S. McDonald seconded the motion to approve; S. McDonald, yes, J. Rieber, yes, S. Orbom, yes, C. Waxham, yes, D. McDermott, abstain. Motion passed.

**Public Input:** Paulianne spoke about the correct name for the "Ford Family Foundation". J. Rieber moved to correct the name from "Ford Foundation Grant" to "Ford Family Foundation Grant" S. McDonald seconded, unanimous.

**Agenda:**

Goals were moved to precede the Directors report, and changing the order to, Goals, Financial report, Directors report. Working budget. C. Waxham reminded the board that there needs to be a policy on harassment to meet the new requirements.

**Correspondence:**

S.Orbom received more paperwork from the unemployment department. A letter was sent to the Friends with a donation of \$100.00 for children's books. S. Orbom clarified with the Oregon Department of Revenue the Board's ability to move funds within the budget as needed.

**Goals:**

The Board discussed the goals prepared by S. Orbom. The Board discussed the need for Board training through SDAO and the State Library. D. Willms will set up the training through the State Library. D. McDermott discussed evaluating programs. J. Rieber motioned to accept the goals as discussed, D. McDermott seconded, unanimous.

**Financial Report:**

S. Orbom went over the balance sheet. D. Willms explained the total cost associated with membership in CCLN and Coastline. D. Willms also explained that those associated costs have been waived this year due to the extenuating circumstances that the District finds itself in. A summary of the budget was presented by S. Orbom and explained. The board discussed the current budget, bills, line items, and utilities.

**Director's Report:**

D. Willms discussed the system requirement to weed, and inventory the collection in preparation for the authority record work that will be done over the coming summer on the Coastline System. The bookshed is tidied up and usable again thanks to Nancy and David Angelesco. D. Willms inquired if Board meetings could be moved to the second Wednesday of the month as it is very difficult to have everything ready by the first Wednesday as the previous month has just finished. J. Rieber moved to change the regular Board meeting to the second Wednesday of the month at 6:30 pm, C. Waxham seconded the motion, unanimous. Library Hours were discussed. D. Willms explained that with the addition of Lo the Library will move to being open 6 days a week Monday - Saturday 11am - 5pm, beginning on December 16th.

**Working Budget:**

S. Orbom went over the working budget and which items were reduced and which moved. The Board discussed the UEB (un-appropriated ending balance). J. Rieber moved to accept the working budget with corrections through fiscal 2019-2020, S. McDonald seconded, unanimous.

**Old Business:**

The Holiday Craft Fair brought in \$900 and the appeal letter brought in \$3000. The contract for Cecil Ashdown bookkeeping was discussed by the Board and signed.

Grants were discussed. J. Rieber reported on the SDAO grant and that we are still waiting to hear from them. The Library has been asked to apply for funding from a disbanding 501(c)3 ambulance organization. The amount can be up to \$25,000. The Board discussed priorities for the grant. J. Rieber will write it up and work with D. Willms on wording.

The website is updated and the Mission, Vision, Values statement has been added.

**New Business:**

John Lafayette came and did a building inspection. He found several places that had dry rot and he will replace those sections. Bandon Electric will provide the lift truck when we are ready to replace parking lot lights.

S. Orbom asked that each Board Member and the Director take on an action assignment.

C. Waxham will work on policy issues

D. Willms will work on outlining a Director search and access to Board training

J. Rieber will continue working on grants

S. McDonald will work with C. Ashdown on quick books

Jane Ziegler will be taking care of the plants on Sundays.

Meeting adjourned at 9:30pm

Next meeting: January 8th, 6:30 pm

Respectfully Submitted

D. Willms

Director's Report  
Langlois Public Library District  
12-2-19

The Coastline library system is preparing to do work on the bibliographic authority records, and to that end each library is required to weed its collection and perform an inventory of its holdings. This work is to ensure that the system's records meet current standards. We are well into our weeding project and I am aiming to be finished before the February Booksale. As a system we are creating an inventory crew that will go to each library and perform the inventory. This should take the stress off of the smaller libraries with fewer staff.

Nancy and David Angelesco have completed cleaning out the book shed and have set aside the books that should have a closer look and possibly be listed on ebay. PKenny Sues and Dana Gurnee have volunteered to look at the set aside books and put the ones with value on ebay.

I have been working with Lo Saechao and have found him to be a very personable, dependable and enjoyable volunteer. He is hard working, takes direction well and is a self starter. I will be offering him the second staff position on Friday, December 6th.

Denise Willms