

# Langlois Public Library District

## Budget Hearing & Board Meeting

Wednesday, June 10, 2020 at 6:30 PM

AT THE LIBRARY!

### Agenda

Call to Order

### BUDGET HEARING & RESOLUTIONS

### REGULAR MEETING

Approval of minutes of Budget Committee and May 13 Board meeting

Agenda approval

### Director's Report

### Financial Report

### Policy

### Old Business

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

### New Business

### Action Items/Assignments

### Public Comment\*

### Adjournment

Next regular Board meeting, Wednesday, July 8, 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.

Langlois Library Board Minutes via zoom meeting, and in person

Budget Hearing 6/10/2020

Meeting called to order at 6:40 pm

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

Visitors: Bob Morrow, Eric Orbom

The Board discussed the budget as presented by the Budget Committee. The Library Board discussion centered on employee cost and Director compensation. A line item was added to Materials and Services to account for a library consultant and money was moved from Personnel services to fund the line item. The Library Board discussed contingency funds. J. Rieber discussed the need to plan for building repairs and future maintenance.

J. Rieber moved to approve the amended 2020 - 2021 Fiscal Budget for the Langlois Public Library and the property taxes it contains. D. McDermott seconded the motion. S. Orbom- yes, D. McDermott - yes, Sandie McDonald - yes, C. Waxham - yes, J. Rieber - yes. Unanimous

S. Orbom asked D. Willms to read out the resolution by title. D. McDermott moved to accept Resolution 2019-20.21, adopting the budget, making appropriations, imposing and categorizing the tax. J. Rieber seconded the motion. S. Orbom - yes, J. Rieber - yes, S. McDonald - yes, C. Waxham - yes, D. McDermott - yes. Unanimous

Langlois Library Board Minutes via zoom meeting, and in person  
Regular meeting 6/10/2020

Minutes of the Budget Committee Minutes were discussed. J. Rieber asked that the minutes reflect the concern that money put in personnel is one time money and may not be sustainable. The Board requested that Zoom meeting be noted as meeting via zoom at the top. S. Orbom requested that the minutes reflect the approval of the budget as amended. J. Rieber moved to accept the Budget Committee minutes of May 13th as amended, D. McDermott seconded, unanimous.

Minutes of May 13th, 2020 were discussed. Discussion about funds from the Friends in regards to the heat pumps. J. Rieber corrected the name of the person working on grants. J. Rieber moved to accept the minutes of May 13th as amended, D. McDermott seconded, unanimous.

Agenda:

The Board discussed the agenda items. Policy discussion was tabled. S. McDonald added DVD's and shelving to New items. D. McDermott motioned to approve the agenda, J. Rieber seconded. Unanimous

Directors Report:

D. Willms provided a report on measures being taken in regards to the pandemic. Shields for the Circulation desk, disposable masks, gloves have been purchased.

D. McDermott asked how the chosen hours would be evaluated. D. Willms explained that it would be based on the number of patrons coming in, patron feedback, and how staff was doing. Hours to start are Wednesday - Friday 2pm - 6pm, starting June 17th. A United Way mini- grant has been applied for. The amount requested is 600.00 to finish the WiFi upgrades. Spine label project is underway to upgrade the labels so they are readable. Staff training for labels and book processing was discussed. Patron education was discussed. Staffing during the first week open was discussed.

Financial Report: S. Orbom asked about the bills from the Port Orford news. D. Willms explained that one bill was for the subscription and one was for advertising.

Old Business:

Grants - J. Rieber discussed the SDAO safety grant. D. Willms stated that the cameras are in and they will be set up after all the work for the heat pumps is complete.

J. Rieber discussed the parking lot lights. John Lincoln removed the lights from the poles for testing. The ballasts need to be replaced and the Board will be given a cost for replacement.

S. Orbom - The Friends have paid the complete cost of the heat pumps and the electrician. The Board was grateful for the help provided by the Friends of the Langlois Library in funding the heat pump replacement.

J. Rieber discussed the re-keying of the doors.

D. Willms discussed staffing, and a possible candidate for the Board to discuss. C. Waxham requested a special meeting to discuss the leadership search. J. Rieber suggested having a workshop to outline the leadership search, and work with someone who is experienced in developing job requirements and job descriptions. J. Rieber will contact Buzzy Neilsen and Tobe Porter about leading the workshop. Meeting time will depend on when facilitators are available.

New Business:

S. McDonald brought the need for more DVD shelving. S. Orbom discussed the shelf that was built. Discussion in regards to shelving led to Board consensus to purchase the correct size shelf. D. Willms will purchase a shelf that will fit.

Meeting adjourned 8:50pm

Respectfully submitted  
Denise Willms

Next meeting July 8th, 2020 @ 6:30pm at the Lion's Club

langloislibrary@gmail.com

Director's report  
6/8/2020

Things continue to change but at a slower pace. Our protective equipment should be in the week of June 8th. This includes disposable masks, and plexiglas shields for the circulation desk.

All of the Coastline libraries are now accepting and sending holds with some doing curbside, and others mailing items to local patrons. With Curry county moving to phase 2 opening, Curry Public Library is opening for limited hours beginning the 15th, Port Orford on the 17th, and I am not sure at what point Brookings will be opening. Agness has not had to change its hours or close at all due to its size and the extremely rural community it serves. Langlois should be good for opening on a limited basis around the 17th. I plan on opening the library to patrons from 2pm - 6pm Wednesday - Friday for the first couple of weeks and then reevaluating the first week of July, and add in Tuesday and Saturday as we go along.

I have applied for a United Way emergency grant and I should be hearing back from them around the 15th. I requested the equipment we need to increase and enhance our wifi signal. This will allow patrons to use their own devices with greater ease and will allow us to have a stronger signal for our security cameras.

My goal is to create a new normal that will serve the patrons and the community to the best of our ability.

D. Willms