

Langlois Public Library District

Regular Board Meeting

Wednesday, November 11, 2020 at 6:30 PM

AT THE LIBRARY – masks required

Agenda

Call to Order

Approval of minutes

Agenda approval

Director's Report

Friends - MOU & related policy

Financial Report

Director Search – status

Old Business

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

Training

Policy

New Business

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

Adjournment

Next regular Board meeting, Wednesday, December 9, 2020 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 meeting 11-11-2020

Call to order at 6:30 pm

Present: Susan Orbom, Carol Waxham, Jo Rieber, Deanna McDermott
Sandie McDonald attending by phone

Guests: Eric Orbom, Sandy House, Angie House

Approval of minutes: J.Rieber moved to accept D. McDermott seconded. Unanimous
Agenda discussed, C. Waxham moved to place the Friends policy up to Friends MOU
D. McDermott seconded. Unanimous.

Director's report - D. Willms asked for consensus to change to winter hours to better reflect
current usage. The Board consented to the change in hours. The Board was updated on the
current status of e-rate and the ability to apply for a new round of category 2 eligible equipment
and services.

Friends MOU and related policy, S. McDonald was called to participate in the meeting at this
time. MOU discussed. Motion to accept the MOU between the Library and the Friends as
amended C. Waxham, D. McDermott seconded, S. Orbom and J. Rieber recused themselves,
the vote was unanimous.

Policy discussion. MOU signed by the library and the friends will govern their relationship and
replace all previous policies in regards to the friends and foundation, D. McDermott moves, S.
McDonald seconded, unanimous (J.Rieber and S.Orbom recused).

Financials: S.Orbom asked about the bill to Showcases. D. Willms explained that it is a vendor
of library supplies that we use on occasion. J. Rieber asked for clarification on the balance
numbers. D.Willms will ask C.Ashdown what the balance number is and for the total amount
per month in bills.

D.McDermott gave an update on the new Director search. S.Orbom provided statistical
information about the pageviews for the library director application page.

Maintenance discussed. J.Rieber discussed the outside lights.

Public comment: Sandy House asked about a gift for John Lafayette, discussion.

J.Rieber moved to adjourn to executive session C.Waxham seconded, unanimous.
Adjourned to executive session at 7:40 pm

J. Rieber moved to adjourn the regular meeting, D. McDermott seconded adjourned 8:08 pm

Director's Report
11/3/2020

Patronage is picking up and we have had only one issue with anyone not wanting to wear a face-covering while in the library. Earlier in the month (October), as I was locking up there was an incident with a gentleman who was not happy with the mask mandate. He seemed to think that I was the reason he needed to sit outside and that I was the sole reason there was a statewide mask mandate. While his language to me was colorful it was not very inventive. I let him rant as he was between me and my truck, waited for him to move on, and then went on my way.

The State Statistical Report has been completed and I am turning my attention to unraveling the computer cabling issue. When that is fixed then we can move forward with new public computer stations.

With the change in the weather and the time change we have seen a dramatic drop in people coming into the library after 5. Most evenings there are no patrons after 5pm in the library. I attribute this to the fact that a vast majority of our patrons are older and do not generally like to go out after dark. I would like to move to Winter hours and change the schedule to Tue - Sat 12-5pm moving it back to longer hours in the spring.

I am hoping to have some sort of holiday program and welcome ideas. I will be putting out a holiday card/ ornament making station that anyone can stop at and create a holiday card or small ornament. I will also be adding decorations to the library in the next week to brighten up for the holidays.

Denise Willms

**LANGLOIS PUBLIC LIBRARY
STATISTICAL REPORT — October 2020**

2020	October 2020		September 2020		August 2020	
Total hours open						
CIRCULATION						
Regular Adult	551		362		318	
Library2Go e-books	37		45		61	
Total Adult Books	588		407		379	
YA/Juvenile	49		81		30	
Children's	12		43		91	
Total Juvenile Books	61		124		121	
TOTAL BOOKS	649		531		500	
Adult audio/visual	1,219		922		729	
Library2Go audio	63		77		83	
Juvenile audio/visual	0		27		24	
Magazines	32		28		24	
TOTAL NON-BOOKS	1,314		1,054		860	
TOTAL ALL MATERIALS	1,963		1,585		1,360	
Holds	213		257		150	
INTERNET USERS						
Library public access computers	35		46		37	
Wireless computers	362		236		142	
TOTAL INTERNET USERS	397		282		179	
ATTENDANCE	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	263	74	285	41	220	14
Meeting/Class attendance	7	0	21	0	20	0
Adult Program attendance	0	0	0	0	0	0
Kids Program attendance	0	0	0	0	0	0
TOTAL ATTENDANCE	263	74	306	41	234	14
Total Combined Attendance	337		347		248	

Patrons using the outside patio are also counted

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between Langlois Public Library (Library) and Friends of Langlois Library (Friends). It is entered into freely with a spirit of cooperation and mutual respect between the parties hereto. The common goal of both is to work together efficiently and harmoniously for the public good.

Langlois Public Library is a Special District, a local government unit. It is led by a Board of Directors who are elected by the Public. It is supported by property taxes collected through the county assessor's office.

Friends of Langlois Library is a nonprofit IRS-approved 501(c)(3) corporation. It is led by a Board of Directors elected by its members and operates through charitable donations.

Library acknowledges that the Friends must operate according to the laws and regulations regarding 501(c)(3) charitable organizations.

Friends acknowledge that the Library must operate according to the laws and regulations regarding Special Districts and including Oregon Meeting law.

Both parties acknowledge that each respective board is the final authority on all matters that affect it.

Mutual Goals

The parties to this MOU believe that serving the public good is of the utmost importance. For that reason, they cooperate willingly to bring forth the highest good for Library patrons and the broader community.

Friends have an extremely long history with the Library. They began life in 1996 as Langlois Public Library Foundation. Their original focus was raising money for a Library building, which was built in 2002.

Planning & Coordination

Working together successfully requires that the Library and Friends understand what the other is doing. In this manner, the Library can apply Friends' resources (funding, volunteers, insights) to the Library's highest public benefit.

Library agrees to share Library strategic initiatives with Friends at least once each year to ensure that the Library and Friends are aligned to compatible goals.

Friends agree to consider how their resources and assistance might best support such initiatives.

Communication

Library and Friends agree to keep open channels of communication for the highest public good.

Library agrees to include a Friends representative at public board meetings and to allow room on the agenda for a report from Friends.

Friends agree to include a Library representative at Friends meetings and to allow room on the agenda for a Library report.

Sharing Resources

Library agrees to provide space on its website for Friends information and to provide public space in Library for Friends membership brochures and promotional materials.

Friends agree to coordinate their online and physical information with the Library.

Fundraising

Library agrees to provide Friends with donated books and space at Library for sorting, storage, and sales, as well as Friends files and supplies.

Friends agree that funds raised from book sales will be spent only for the Library.

Fundspending (“Wish List”)

Library agrees to supply Friends with a prioritized Wish List at least once each year showing Library’s anticipated needs and desired enhancements.

Friends agree to consider each request on the wish list and to fund such items as they determine appropriate within their budget. Justification may be required so as to make fiscally-responsible decisions.

Library agrees Friends have the final say in whether and how much to fund Library requests.

Friends agree Library has the final say in accepting or declining any and all gifts made to Library.

Authority to Spend

Library acknowledges that Friends’ Articles of Incorporation allow them to fund non-Library initiatives that benefit the public good.

Friends agree that their primary mission is to raise money for Library programs, services, and other Library-identified purchases.

This Memorandum of Understanding may be amended or dissolved at any time by mutual agreement of the two parties.

Signed and dated on November _____, 2020.

_____ Chair, Friends of the Langlois Library

_____ Board Chair, Langlois Public Library