

Langlois Public Library District
Board Meeting Agenda
Wednesday, November 6 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

New hire

Financial Report

Resolution to transfer money in budget

Transition/Board Training

Old Business

Grants - last year & this year

Legal

Fundraising & Friends

Hours of Operation

Website/Facebook

New Business

Goals

Building Inspection

Adjournment

Next regular Board meeting, Wednesday, December 4, 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 11/6/2019**

Public sign in: None

Called to order: 6:30 pm

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

Staff: Denise Willms (Interim Director)

Guests: Ken Willms, Eric Orbom, Cecil Ashdown, Sandy House

Approval of Minutes:

The minutes of October 2, 2019 were discussed, and corrections noted. J. Rieber motioned S. McDonald seconded, to approve the minutes as corrected, unanimous.

Public Input:

None

Agenda:

S. Orbom clarified agenda items. C. Waxham motioned, S. McDonald seconded, changes to the agenda, unanimous.

Correspondence:

S.Orbom received information from the employment department and will forward it to legal counsel. J. Rieber received and read out cards from Mr. Morrow in appreciation of the Board and from Norma Eikamp who included a donation of 300.00. C. Waxham responded to Terri Bonow about a memorial donation in memory of Gail Storm. S. Orbom discussed the Grant from the Ford Foundation and that the check was in the mail.

Financial Report:

S. Orbom went over her work on setting out the financial information and her excel sheets. Cecil Ashdown discussed ways to prepare a budget. The Board discussed SEI (an IRA account) and how to stop the automatic payments into that account. S. Orbom will contact the bank and the company in regards to reversing the charges, and will contact the attorney only if necessary. C. Ashdown suggested closing checking 11 and opening a new one to prevent any other withdrawals. J. Rieber moved to close checking 11. C. Waxham pointed out that since the Board was hoping to have the transactions reversed we should leave the account intact as the money will need to be returned to the account it came from. Discussion. Motion was tabled. S. House asked if there would be a refund on medical and dental paid. J. Rieber replied no as it was paid for months worked. Line items in the financial excel sheet were discussed. C. Ashdown explained what reports are available in QuickBooks. The board discussed the possibility of needing a supplemental budget. S. Orbom read out Resolution 2019-20.18 adding grants and donations to the budget S. McDonald motioned, C. Waxham seconded, unanimous. Budget updates were discussed. Date for the Budget resolution was set for the next regular meeting. J. Rieber explained her reason for inviting C. Ashdown. Bookkeeping and Payroll were discussed. The Board discussed the services they would like C. Ashdown to provide. C. Waxham moved to purchase a new copy of QuickBooks from TechSoup, S. McDonald seconded,

unanimous. S. Orbom moved to contract with C. Ashdown to provide initial bookkeeping services, for 25 hours at \$40.00 per hour, to fulfill the Ford Family Grant, C. Waxham seconded, unanimous. S. McDonald will work with C. Ashdown and train on QuickBooks.

Director's Report:

D. Willms discussed the costume program held at the beginning of October. New employee Annie Wilson will start opening the library on Monday's beginning November 18th. A second part time employee was discussed along with the progression of opening more hours in the future.

Old Business:

J. Reiber discussed the Safety & Security grant from SDAO. Board consensus to have J. Reiber apply for the grant asking for parking lot lights and security cameras.

S. Orbom reported on the Friends Appeal letter. The book sale has been tentatively set for the last weekend in February.

New Business:

S. McDonald spoke about holiday decorations. Discussion. J. Reiber would like to have a caroling party at the library again. Discussion. J. Reiber will coordinate with D. Willms on a date for the caroling party.

J. Reiber motioned to adjourn, S. McDonald seconded, adjourn 9:17pm. Unanimous.

Next meeting: December 4th, 6:30 pm

Respectfully Submitted

D. Willms

Directors Report
Langlois Public Library District
11-2-19

The 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. Penny 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