

# Langlois Public Library District

## Regular Board Meeting

Wednesday, October 14, 2020 at 6:30 PM

**AT THE LIBRARY – masks required**

### Agenda

Call to Order

Approval of minutes

Agenda approval

### Director's Report

### Friends - MOU

### Financial Report

### Director Search – status

### Old Business

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

### Training

### Policy

New Business – date of next meeting/Veterans Day/holiday calendar

### 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, November 11, 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.

Meeting called to order at 6:23 pm

Present: Susan Orbom (Chair), Jo Rieber, Deanna McDermott, Carol Waxham(Vice-Chair), Denise Willms (Consultant)

Excused: Sandie McDonald

Visitor: Eric Orbom, Sandy House, Angie House, Anne Guerin, Cynthia Hovind (online)

S. Orbom welcomed Board members and Visitors. The minutes of September 9th, 2020 were discussed. J. Rieber moved to accept the minutes as presented, D. McDermott seconded. Unanimous.

Agenda- Policy on MOU discussion moved to Friends MOU Presentation. S. Orbom spoke about meeting etiquette. D. McDermott added Commendations to old business.

D. Willms presented the Director's report. Item quarantine is now just 24 hours. New computer equipment and meeting equipment was discussed. D. McDermott asked about the Meeting OWL. D. Willms explained its use in holding distance meetings. A subscription to Oregon CIS from the U of O was discussed. D. Willms also discussed increasing the ability of the Library to provide online programming. Holiday Hours were discussed.

A. Guerin presented the MOU from the Friends of the Library. The board discussed a minor change in wording. D. McDermott moved to accept the Friends MOU as amended and authorize C. Waxham to sign. Motion tabled until the November meeting for lack of a quorum as S. Orbom and J. Rieber recused themselves. Policy discussed in regards to Friends.

Financial reports discussed.

Director Job search discussed. The timeline was updated, and postings were discussed.

Building maintenance was discussed. J. Rieber provided an update on the parking lot lights. They are now working. John Lafayette did all of the research and work. The Board discussed purchasing a library item in his honor. J. Rieber will make the purchase.

D. McDermott discussed PSA's and commendations. D. Willms will update and adjust the State of the Library address to be included in PSA's.

November meeting date discussed. Consensus to hold the meeting on Nov. 11th if Library staffing can be arranged. November 18th was chosen as the secondary date.

Board adjourned to enter into Executive Session as per ORS 192.660(2)(a) at 8 pm  
Board re-entered regular meeting at 8:40 pm

Meeting adjourned at 8:45 pm

Next meeting November 11th at 6:30 pm

Respectfully submitted  
D. Willms  
Langlois Public Library

Directors Report 10/1/2020  
Langlois Public Library

September saw the library expanding its hours to the public, adding working security cameras, and continuing work on replacing the old spine labels. The State Library offered a grant with a narrow focus that we applied for and have received. It is a reimbursement so we will need to spend the money first. Our focus will be on digital literacy and employment-related issues. The plan is to increase our digital offerings by creating a YouTube page where we can post instructional videos, purchase tablets, and laptops for digital skills training. We will also be purchasing a subscription to Oregon CIS which helps Oregonians create an accurate and actionable career and educational plans. It is an online program through the University of Oregon.

October 3rd will see us open on Saturday from 12-4 pm. We will increase those hours as usage warrants. Our patronage has been steady and we see an average of 20 patrons a day. The book club has been meeting regularly as well as the Friends groups. We are not able to host groups larger than about 8 people as we just do not have space at this time, though I hope that in the future we will see a return to near normal.

There was a \$100.00 gift to purchase books for the youth collection. I have purchased level readers which we had very few of. There have been several families looking for level readers and we are now creating a collection for them to choose from. Level readers are transitional books that help children move into reading independently.

Denise

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

September 2020

2020	September 2020		August 2020		July 2020	
<b>Total hours open</b>						
<b>CIRCULATION</b>						
Regular Adult	362		318		256	
Library2Go e-books	45		61		86	
<b>Total Adult Books</b>	<b>407</b>		<b>379</b>		<b>342</b>	
YA/Juvenile	81		30		45	
Children's	43		91		59	
<b>Total Juvenile Books</b>	<b>124</b>		<b>121</b>		<b>104</b>	
<b>TOTAL BOOKS</b>	<b>531</b>		<b>500</b>		<b>446</b>	
Adult audio/visual	922		729		769	
Library2Go audio	77		83		62	
Juvenile audio/visual	27		24		41	
Magazines	28		24		23	
<b>TOTAL NON-BOOKS</b>	<b>1054</b>		<b>860</b>		<b>895</b>	
<b>TOTAL ALL MATERIALS</b>	<b>1,585</b>		<b>1,360</b>		<b>1,341</b>	
<b>Holds</b>	257		150		133	
<b>INTERNET USERS</b>						
Library public access computers	46		37		42	
Wireless computers	236		142		153	
<b>TOTAL INTERNET USERS</b>			<b>179</b>		<b>195</b>	
<b>ATTENDANCE</b>	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	285	41	220	14	279	20
Meeting/Class attendance	21	0	20	0	0	0
Adult Program attendance	0	0	0	0	0	0
Kids Program attendance	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>306</b>	<b>41</b>	<b>234</b>	<b>14</b>	<b>279</b>	<b>20</b>
<b>Total Combined Attendance</b>	<b>347</b>		<b>248</b>		<b>299</b>	