

Resolution 2019-20.1 ROGUE CU SIGNATORIES

Remove David Terrusa, Marcia Heinzman, Jo Ann Heinzman, Michael Murphy and Tara O'Shea as signatories from the Rogue Federal Credit Union accounts. Add Susan Orbom, Joanna Rieber, Sandra McDonald, and Carol Waxham as signatories to the accounts.

Resolution 2019-20.2 BOARD APPOINTMENT PROCEDURE POLICY

Upon Board acceptance of an official resignation, the Board Secretary (Library Director) will notify the community of the vacancy through posters in the Library and Post Office, announcements on the Library website and Facebook page, an announcement on the World Famous Langlois website, and on the Library Reader Board.

Announcements should be up for two weeks. The response time should allow for Board action at the next regular Board meeting if possible. If not, response time should allow for Board action the second regular meeting following the resignation. The announcement should state the expiration date of the term, that the applicant has to reside in the Library District, and instruct the interested party to call the Library Director for details about the application process.

The applicant should submit a letter of interest that addresses the following criteria:

- A resident of the Library District, have a Langlois library card and be a registered voter.

Familiarity with Langlois Public Library operation as a patron, a supporter or a volunteer.

Familiarity with libraries and library operations in general. Budget, finance or money management experience.

Board or similar volunteer experience in any area

Ability to attend monthly Board meetings

Indicate what specific contribution you think you can bring to the Board experience.

If no one responds to the announcement, Board members will actively seek applicants.

The selection will be made by a majority of the Board. If only one person responds, the Board will review that person's qualifications and decide whether to appoint or not, based on the criteria listed above. If applicant is not appointed, continue the announcement campaign.

If more than one person responds, the Board will review and discuss the applications and then rank applicants by number, with 1 being first choice, 2 being second, etc. At the Board's discretion, this may be done either verbally or by written ballot. If no one

applicant receives a majority of the votes, the two applicants ranked first will be voted on again by written or verbal ballot. The Board will give precedence to applicants who are not related to Board Members, the Director, or staff. After the applicant has been selected, the Board Secretary will draft letters for signature by the Board Chairman.

- In the letter sent to the successful applicant, he/she should be thanked for his/ her interest and application, advised of the appointment, welcomed to the Board with mention of time and place of the next meeting, and asked to set up a meeting with the Library Director for orientation and to receive Board materials.
- In the letter sent to the other applicants, they should be thanked for their interest and advised they were not appointed, given the general date of the next election, and perhaps encouraged to become involved with the Library in other ways (Budget Committee, Friends, volunteer, etc.)
- If the Board's first choice is not able to accept the position, the second place applicant will be offered the position.

Retain all correspondence from all applicants for three years. The letters from applicants not appointed may be used as recruitment aids if no one responds to an announcement for a future board opening.

Resolution 19-20.3 Financial Policy. CHANGES TO THE BUDGET

All changes to the budget require a resolution by the LPL Board. This includes increases to a line item (authorized by a budget transfer resolution.) Additions to the budget of unexpected income, e.g. grant or gift also require a Board resolution. This policy will make our process consistent with the Department of Revenues Chapter 150 Division 294 Local Budget.

Resolution 19-20.4 Financial Policy. PREPAYMENTS

Bills and wages shall be paid in the month when they are customarily due and not in the preceding month.

Resolution 19-20.5 Add Signer to LGIP Account

Add Susan Orbom as an authorized signer on the Library's LGIP account with all permissions including permission to transfer money from the LGIP account to the Library's account at Rogue FCU and permission to add signers to the LGIP account.

Resolution 19-20.6 Policy on Posting Public Meetings

The intent of this policy shall be to notify the public of Library Board meetings and activities as thoroughly as possible.

It is the collective responsibility of the Library Board and the Library Director to ensure that all requirements for notification of the public are met.

Official posting places at this time are: Library Website, Library Bulletin Board, Post Office Bulletin Board.

Other places that may be used: Press releases to local papers, Social Media, Library Reader Board.

On the bulletin boards in the Library and Post Office will be permanently posted a notice of the usual time and place for Board Meetings. At this time that is the first Wednesday of each month at 6:30 in the Library. If for any reason this is removed any Board Member may replace it, initialing the notice in the bottom corner.

As early as possible before each regular meeting, but no less than one week before, the proposed agenda should be posted on the website and the two boards. Again, if it is removed, any Board member may replace it.

Notices of Special or Emergency Meetings will be posted as soon as the need for the meeting is known. The legal requirement for a Special Meeting is 24 hours notice.

RESOLUTION 2019-2020.7 Financial Policy: Dual Check Signers

All payments made by the LPL shall be by check with two signers, one of them a Board member, with the following exceptions:

1. Payments to the State and Federal government may be paid online, when that option is available.
2. The Library debit card may be used to pay for online purchases approved by a Board member in advance.
3. Bill Pay may not be used until Bill Pay authorized list of vendors is approved by the Board.

Note: there is no exception for payment of wages.

A detailed report of all vendor transactions will be submitted to the Board monthly.

Resolution 19-20.8 Library Hiatus

Temporarily close the library for patron use effective September 5, 2019.

Resolution 19-20.9 Report in Lieu of Audit (RLA)

Appoint Susan Orbom as new Registered Agent and authorize her to prepare, sign and submit the RLA with fee.

Resolution 19-20.10 Add Signer to LGIP Account

Add Carol Waxham as an authorized signer on the Library's LGIP account with all permissions including permission to transfer money from the LGIP account to the Library's account at Rogue CU and permission to add signers to the LGIP account.

Resolution 19-20.11 LGIP Signers

Remove Karen Schaefer as authorized signer on the Library's LGIP account per her request.

Resolution 19-20.12 Resignation

Accept Karen Schaefer's resignation as Library Director.

Resolution 19-20.13 Rogue CU Signers

Remove Karen Schaefer and Cynthia Shields from the Library's accounts at Rogue Credit Union.

Resolution 19-20.14 Rogue CU Signers

Remove Cynthia Shields as a signer on the Library's LGIP account.

Resolution 19-20.15 Treasurer

Create the office of Board Treasurer and appoint S. McDonald to the office.

Resolution 19-20.16 Bay Watch Security

J. Rieber to coordinate with Bay Watch to assign new security passwords; add C. Waxham to emergency call list.

Resolution 19-20.17 Friends

Restore the traditional relationship between the Friends of the Langlois Library and the Langlois Public Library Board and staff.

Resolution 2019-20.18 Budget Additions:

(1) Accept and add to the budget under income a grant of \$3000 from the Friends and donations of \$2000; (2) accept and add to the budget under both income and expense Friends Wish List up to \$500 (ends Dec.31, 2019) and Ford Family Foundation grant of \$5000 (November 2019-December 2020.)

Resolution 2019-20.19 Budget Transfer to Create Working Budget:

These increases and decreases in budget line items are made necessary by significant changes in staffing and legal expenses that were unanticipated when the original budget was written. Total expense in the new budget is \$14,597 less than in the original budget

1. Move CTR from maintenance to utilites (decreasing maintenance by \$300 and increasing utilities by \$300.)
2. Under Income: reduce Book Sales from \$1500 to \$200; reduce Drive & Fair from \$3800 to \$0 for a total reduction of \$5100; increase interest from \$100 to \$200.

3. Under Personnel Expense: reduce Wages + Payroll Expense from \$50,621 to \$27,000; reduce Retirement Fund from \$6,492 to \$1,623; reduce Medical and Dental Insurance from \$12,192 to \$1,300 for a total reduction of \$39,382.
4. Under Materials & Services Expense: add \$11,250 for library consultant; increase Total Repairs & Maintenance from \$1500 to \$2300; increase Legal/Administration from \$2,000 to \$10,580; increase Newspapers & Magazines from \$0 to \$355; increase Total Utilities from \$3000 to \$3300 for a total increase of \$21,285.
5. Under Materials & Services Expense: reduce Cleaning from \$1600 to \$1400; reduce total IT from \$3000 to \$2000; reduce Coastline/Catalogue from \$800 to \$0 for a total reduction of \$2000.

Note: If we do not increase spending (except for unplanned grants and donations) above the \$91,952 (excluding contingency) in the Resolution Making Appropriations filed with the Department of Revenue, a supplemental budget is not required by the State of Oregon.

Resolution 2019-20.20 Harassment

Replace existing harassment policy in response to SB 479 using a modified SDAO template.

Resolution 2019-20.21 Required for FY 2020-21 Budget

To adopt the budget, make appropriations, impose and categorize tax. [The full signed budget resolution is available in the section titled FY20-21 Budget.]