

**Langlois Public Library District
Special Board Meeting Agenda
Monday, September 18 at 6:30 PM
Langlois Public Library - 48234 Highway 101**

Board Meeting

- Call to Order
- Appoint Scribe
- Introduce Guests
- Agenda approval

Executive Session [per ORS 192.660 (2)(h) and ORS 192.660(2)(i)]

Public Session resumes after Executive Session.

Board Meeting Resumes

Reorganization

- Financial status
- Staffing
 - Resolutions
- Hours
- Friends of LPL

Public Input*

Volunteers

Adjournment

Next regular Board meeting, Wednesday, October 2, 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.

Authorized by Susan Orbom, LPL Board Chair

LANGLOIS PUBLIC LIBRARY BOARD MINUTES
MEETING 9/18/2019

Public Comment Sign Up: Jim Armstrong

Called to order: 6:35 PM

Board Present: Susan Orbom; Carol Waxham; Sandie McDonald; Shala Kudlac, Attorney

Guests: Eric Orbom, Janet Hubel, Paulianne Balch Rancourt, Ken Flizar, Ken Willms, Jennifer Patterson, Phoebe Skinner, Jordan Popoff, Denise Willms, Rosalyn McGarve, Korinn Hockett, Chris Schram, Martha Schram, Sy Martinez, Jean Stephenson, Maggie Knibbs, Shannon Goddard, Fay Mulligan, Janice Shepherd, Abby Bradbury and Jules, Dana Gurnee, Penny and Tim Suess, Deanna McDermott, Terry Menzel, Gina Marie Schuhrke, Anna Boyt, Nancy Angelesco, Bob Morrow, Gunter and Shelly Vogel, Eric Orbom, Gail Nordstrom, Marilou Spiller, Debbie Delateut, Lee Pestana, Jim Armstrong, Roger Rieber

Board Secretary: Jo Rieber appointed as scribe.

Agenda: Accepted as presented.

The Chair introduced librarians attending: Jennifer Peterson, Librarian for the Library of the State of Oregon, Rosalyn McGarva, Bandon Library Director, Jordon Popoff, Librarian from Gold Beach Library, and Nancy Angelesco, a past LPL Library Director.

Meeting adjourned: 6:36 PM Board went into Executive Session per ORS 192.660 (2) (h) and ORS 192.660(2)(i)

Executive Session Adjourned: 7:00

Public Meeting Resumed: 7:02 PM

New Business:

1. The Board moved to approve the agreement discussed in executive session surrounding potential or threatened litigation, with authority to the Chair to sign all necessary documents. J. Rieber/S. McDonald. Unanimous
2. The Chair announced that Karen Schaefer had sent a letter of resignation to the Board. **Resolution 2019-2020.12** The Board accepted Karen Schaefer's resignation. J.Rieber/S. McDonald. Unanimous.

Financial Report:

Board member S. McDonald presented the report (attached). As of 9/18/19, the Library has total assets of \$10,494.17. Total known fixed expenses through 11/15/19

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are \$6124.00, leaving \$4280,17 for staffing, unknown expenses and all staffing. All services not essential have been temporarily halted.

Public Comment:

Guest, Jim Armstrong, asked several questions concerning legal counsel and attorney fees.

Resolutions:

Resolution 2019-202.13 Remove Karen Schaefer and Cynthia Shields from the Library's accounts at Rogue Credit Union. S. McDonald/C. Waxham. Unanimous.

Resolution 2019-2020.14 Remove Cynthia Shields as a signer on the Library's LGIP account. J. Rieber/C. Waxham. Unanimous. Motion to authorize S. Orbom to notify LGIP, Rogue, Insurance of change. C. Waxham/S. McDonald. Unanimous.

Resolution 2019-2020.15. Create the office of Board Treasurer and appoint S. McDonald to the office. S. Orbom/J. Rieber. Unanimous. Motion to Authorize Treasurer to set up new online banking ID and password. J. Rieber/C. Waxham. Unanimous.

Resolution 2019-2020.16. J. Rieber coordinate with Bay Watch Security Systems to assign new security passwords. Add C. Waxham to emergency call list. S. Orbom/C. Waxham.

New Business 2:

1. S. Orbom presented a range of possible staffing plans being considered by the Board. Attached.
2. J. Rieber discussed possible extra funding coming from community donations, no interest loans from community members, support from the Friends of the Langlois Library, and grants. Motion to authorize J. Rieber and C. Waxham to explore grants. S. Orbom/C. Waxham. Unanimous.

Resolution 2019-2020.17. Restore the traditional relationship between the Friends of the Langlois Library and the Langlois Public Library Board and Staff. S. Orbom/C. Waxham. Unanimous. C. Waxham suggested that the Friends of the Langlois Library draft a memorandum of understanding of their role in relation to the Library to avoid misunderstandings. Motion to Authorize J. Rieber to be liaison with the Friends to discuss future working relationship, fund-raising, possible short-term loan, possible cash grant. S. Orbom/C. Waxham. Unanimous.

3. The need for volunteers was discussed.

Meeting Adjourned: 8:10. Board went into Executive Session per ORS 192.660 (2)(h) and ORS 192.660(2)(a)

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Executive Session Adjourned: 8:46 pm

Public Meeting Resumed: 8:45 pm

Motion to negotiate a Library Management Contract with Denise Willms contingent upon funding available. J. Rieber/C. Waxham. Unanimous.

Next Meeting: Wednesday, October 2, 6:30, at the Langlois Public Library

Meeting Adjourned: 8:46 PM

(Continued)

STAFFING PLANS

9/18/2019

How we proceed from plan to plan will depend on having funds to pay wages and availability of qualified staff.

The library is required to have a paid employee on duty whenever the library is open to the public. Whenever possible one or more volunteers would also be on duty.

The Board's priorities are to restore LPL financial stability, to reopen the library for our patrons, and to eliminate the need for Board involvement in daily operations.

PLAN A: Current status

The library is closed to the public. Books in the LPL collection may not be put on hold. Jo is taking books from the book drop to Port Orford for check-in. The courier van is skipping LPL. We are paying monthly overhead bills, but no wages. The Board is highly involved.

PLAN B: Current status modified for courier van

The library is closed to the public. Books in the LPL collection may not be put on hold. On Tuesday and Friday, a trained volunteer plus a Board member are preparing courier van books. We are paying monthly overhead bills, but no wages. The Board is highly involved.

PLAN C: Reduced hours of operation

The library is open to the public on Tuesday and Friday, possibly also Saturday. A paid staff person, trained to check books in and out, deals with patrons and courier van requirements — preferably aided by an unpaid volunteer. There is no Library Director to deal with everything else. Funding needed to pay wages for 2-3 days/week. The Board is highly involved.

PLAN D: Reduced hours of operation with part-time Acting Director

The library is open to the public on Tuesday and Friday, possibly also Saturday. A paid part-time Acting Director is in charge, aided by unpaid volunteers trained to check books in and out, etc. Board members help out minimally if necessary.

PLAN E: Normal hours of operation with Acting Director

Library open customary days and hours (some schedule changes possible.) A paid full-time or part-time Acting Director deals with everything, aided by unpaid volunteers trained to check books in and out, etc. Once the library is financially and operationally stable, Board members advertise for and interview candidates for Library Director position.

PLAN F: Final Plan. Normal hours of operation managed by Library Director