

Langlois Public Library District
Board Meeting Agenda
Wednesday, September 4 at 6:30 PM
Langlois Public Library - 48234 Highway 101

Board Meeting

- Call to Order
- Appoint Scribe
- Approval of August Minutes (Regular and Special meetings)
- Public Input*
- 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

Correspondence

New Business

- Library reorganization
- Resolution to restore relationship with Friends of LPL

Director's Report

Financial Report

- Status
- Fundraising

Old Business

- LGIP status

Transition/Board Training

- On-line courses
- Cottage Grove Training
- Website status

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 9/4/2019

Public Sign In: None

Called to order: 6:30 PM

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

Guests: Eric Orbom, Judy and Hal Fitzgerald, Janet Hubel, Sandy House, Paulianne Balch Raincourt, Jeremy Skinner, Phoebe Skinner, Roxey Long

Board Secretary: Jo Rieber appointed as scribe.

Agenda: J.Rieber moved/S. McDonald second, to place Finances before Executive Session. Unanimous.

Finances: As of 9/4/29, there is \$931.96 in the Rogue Credit Union account and \$10,001.92 in LGIP.

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

Executive Session Adjourned: 7:10

Public Meeting Resumed: 7:12 PM

New Business:

1. A Special Meeting of the Langlois Public Library Board will be held September 18, 2019 at the Library at 6:30. J. Rieber/S. McDonald. Unanimous
2. **Resolution 2019-2020.8** The Library will be temporarily closed. C. Waxham/S. McDonald. Unanimous.
3. An announcement to patrons concerning the temporary closure (attached) will be distributed to newspapers, sent to other libraries, and posted in Langlois, Port Orford and Bandon. S. McDonald/C. Waxham. Unanimous.
4. The In Lieu of Audit Report from the last fiscal year shows \$104,000 in revenues and \$111,000 in expenditures, with more being spent than was taken in. This is the reason for Library reserves being drawn down. It also shows \$71,000 in Personal Services and \$37,000 in Materials and Supplies. S. Orbom suggested that the Board might want to discuss what kind of balance between the two categories is the most appropriate for the Library. The Board passed **Resolution 2019-2020.9** authorizing S. Orbom as new Registered Agent, authorizing her to prepare, sign and submit the RLA with fee. S.Orbom/C. Waxham. Unanimous.

5. The Board passed **Resolution 2019-2020.10**, adding C. Waxham as an authorized signer on the Library LGIP account with all permissions including permission to transfer money from the LGIP account to the Library's account at Rogue Credit Union and permission to add signers to the LGIP account. S. McDonald/J. Rieber. Unanimous.

6. The Board passed **Resolution 2019-2020.11** removing Karen Schaeffer from the LGIP account as per her request. C. Waxham/S. McDonald. Unanimous. Susan will contact LGIP to begin process to add C. Waxham.

7. The Board passed a motion to authorize Jo as contact with Charter/Spectrum to streamline Library account. S.Orbom/S. McDonald. Unanimous.

8. The Board passed a motion to authorize S. Orbom as contact with contracted Library Book Keeper. S. McDonald/C. Waxham. Unanimous.

9. Jeremy Skinner, President of the Curry Library Network, told the Board that the Network was waiving some fees for the LPL for this fiscal year. Later in the year, the LPL needs to prepare for \$800 to \$2,000 in CCLN costs.

J. Skinner described the Coastline system and problems the system would have with a library closure. He will have the Systems Manager put a message of temporary LPL closure which on line Library users will see when they pull up their accounts. He will have LPL materials blacked out of the Coastline system for the time being. The Board moved to authorize these actions. J.Rieber/C. Waxham. Unanimous.

10. The Board passed a motion to allow the Langlois Lions to use Library tables for the Annual Holiday Craft Fair. J.Rieber/C. Waxham. Unanimous. The Lions need to know if the Library wants to further participate this year.

11. The Board authorized S. Orbom and J. Rieber to inventory paper and digital files. S. McDonald/C. Waxham. Unanimous.

12. The Board authorized S. Orbom and S. Mc.Donald to work with IT contractor, Dan Heinzman on IT inventory. J. Rieber/C. Waxham. Unanimous

13. The Board authorized J. Rieber to contact Bay Watch Security to change passwords and reset the security system. S. Orbom/C. Waxham. Unanimous.

14. The Board authorized C. Waxham and S. McDonald to get LPL mail, organize it, and pay bills. J. Rieber/S. Orbom. Unanimous.

15. Free Quickbooks budget function training available on Sept. 20. S. McDonald will attend.

16. The Board passed a motion to authorize the following message be posted on the reader board: Temporarily closed. Special Meeting, Wed. 9/18, 6:30 pm. S. McDonald/C. Waxham. Unanimous.

Public Comment:

1. Hal Fitzgerald thanked the Board for taking on the task of Board members and passed on information about general board responsibilities and financial practice from the SDAO, State Statute information and consultant opportunities from the SDAO (attached).
2. Janet Hubel suggested the Board look at bill pay pending checks to see if any were outstanding when the bill pay function was stopped. She said some bills might be emailed to the Library. Suggested that "move" on the Rogue statement was unclear.
3. Roxey Long and Sandy House had questions on Library status.

Next Meeting: Special Meeting, Wednesday, September 18, 6:30, at the Langlois Public Library

Meeting Adjourned: 8:33 PM

(Continue for attachments)

To Patrons of the Langlois Public Library(LPL)

TEMPORARY LIBRARY CLOSURE

Effective September 5, 2019 the Library will be closed for a brief period to reorganize staffing, finances, and policies. During this hiatus patrons may still return books and DVDs to the LPL book drop and check out materials at any other Coastline library. We regret this inconvenience to our patrons.

The Library's financial stability is the LPL Board's top priority. The Library needs about \$35,000 for our usual operations from July 1 through mid- November when property taxes come in. But this year on July 1 we had some large unanticipated expenses to deal with and only \$27,000 available to spend. Today we no longer have enough money to continue business as usual. We will be exploring options for cost-cutting and for additional funding.

The public is invited to a

Special Meeting at the Library, Wednesday, September 18, 6:30 PM

for a status review, Q&A, and public input. We hope to re-open soon after.

Our thanks to the Curry County Library Network, and in particular the Port Orford Public Library, for their help and guidance during this period of reorganization.

The Board is seeking dedicated volunteer participation to be part of the Langlois Public Library family. Volunteers are needed: to assist staff with check-in, check-out and shelving; for lawn mowing and grounds care; for Library website and patron bulletin board upkeep. For information call 541-348-2021 or email volunteers.lpl@gmail.com .

The community of Langlois and all LPL patrons are needed to help plan, build, and maintain the future of our Library.

Susan Orbom, Chair, LPL Board
