

Minutes
Langlois Public Library Board of Directors Meeting Oct 12, 2022

Called to order 6:30 pm

Present: J. Rieber, (Chair), A. House, (Vice-Chair), S. Orbom (Treasurer), C. Waxham and S. House (LPL Manager). D. McDermott was excused.

Oct 12, 2022 agenda, Sep 24, Sep 26 and Oct 6 2022 minutes were approved unanimously.

Manager's Report: Reader board and book shed repair, window washing, weekly story time, jazz concert, new website development status, holiday schedule, statistics.

Financial Report: Water and trash bill payment procedures have been changed.

Friends Report: Annual appeal letter mailing party is Nov 3 at 1 p.m. and the holiday craft fair is Nov 18 and 19, both at the Lion's Club. The new easy chair that was purchased by the Friends is in the lobby. S.House will provide staff input for the appeal letter.

Discussions:

J.Rieber will edit the manager's evaluation summary and it will be filed in the manager's personnel file. Motion passed unanimously.

A.House briefed annual board goals; changes were suggested by board members. S.Orbom will provide financial goals.

Library board annual calendar and changes were suggested. S.House will revise.

Library art display will be discussed and decided by D.McDermott and library staff.

J.Rieber asked A.House to draft a communication policy for presentation at the Nov 9, 2022 board mtg.

J.Rieber asked S.Orbom to draft a finance policy and procedures for presentation at the January 2023 board mtg.

J. Rieber completed SDAO Boardmanship course; S.Orbom completed Boardroom Dancing course; A.House will complete both classes NLT Oct 30, 2022; C.Waxham agreed to complete a course; J. Rieber will remind D.McDermott to complete a course before the end of Oct so we can get an additional 2% discount on our insurance via Best Practices Survey.

Ethics Policy: adopt the SDAO ethics policy section 6 as Langlois Library ethics policy with addition of "household members" in the conflict of interest sections; approved unanimously; RESOLUTION #2022-23.3 was assigned.

Bioswale: C.Waxham and S.House will work together to determine its future.

Carpet committee: S.Orbom states she and D.McDermott will work together over the next several months to determine the path forward with possible purchase.

Adjourned 8:45 pm. Next regular board meeting, Wednesday, Nov 9, 2022, 6:30 pm at the library.

Action Items:

A.House: Draft communication policy to present at the Nov 9, 2022 board mtg (completed 9 Nov 22)

A.House: Make suggested changes to board goals (completed 9 Nov 2022)

C.Waxham: Discuss bioswale future w/S.House (completed 24 Oct 22)

J.Rieber: Prepare board input for Friends appeal letter (completed 18 Oct 22)

J.Rieber: Revise approved ethics policy to include "household members" (completed 21 Oct 22)

S.Orbom: Prepare financial goals for inclusion on the board goals for review at Nov 2022 board meeting (completed 9 Nov 22)

S.Orbom: Prepare finance policy and procedures for presentation at Jan 2023 board meeting

S.House: Prepare staff input for Friends appeal letter (completed 18 Oct 22)

S.House: Advertise board openings in January 2023 for May 2023 election

S.House: Revise and send out another draft board calendar for review (completed 25 Oct 22)

S.House: Bring library brochure to Nov mtg (completed 9 Nov 22)