

Minutes
Langlois Public Library Board of Directors Meeting Dec 8, 2021

Meeting called to order 6:30 pm

Present: C. Waxham (Chair), D. McDermott (Vice Chair), S. Orbom (Treasurer), J. Rieber, A. House, S. House (LPL Manager) and M. Kalina (LPL employee). Visitors: None

Dec 8, 2021 agenda and Nov 10, 2021 minutes approved.

Manager's Report: Cybrarian, website analytics, ASPEN, new computer install, old computer disposal, circulation desk refurb, energy audit, 11/4/221 coastline mtg, training sessions w/POL, LPL volunteer, LPL Manager job description, statistics, pay increase request for LPL employee

Financial Report: The treasurer's duty list was tabled until Jan 12, 2022 board meeting. S. Orbom reported the majority of property taxes are in our LGIP account.

Friends Report: S. Orbom reported on the 2021 appeal letter results.

Discussions:

Accept or rescind A. House's resignation: Decision was postponed until the end of this meeting. A. House reports she will postpone her final decision for 30 additional days.

SDAO board training: C. Waxham reports training is scheduled for Dec 13, 2021 at 3 pm with Bob Keefer.

Board leadership: D. McDermott reports there is no LPL policy/procedure regarding board leadership, roles and responsibilities and this should be discussed in the Dec 13, 2021 SDAO board training session.

Board meeting time change: S. Orbom motioned to change the board meeting time to 4:30; J. Rieber second. A vote was not taken.

Computer install: J. Rieber motioned; A. House second, all in favor: authorize library manager to arrange.

Policy status: Background Checks and Children Unattended policies tabled until Jan 12, 2022 meeting.

Friends report: S. Orbom reported on the 2021 appeal letter results.

LPL PO Box: J. Rieber motioned; A. House second, all in favor: authorize library manager to determine PO Box rental continuation.

LPL Manager job description.

Library leadership options: It was a board consensus to postpone LPL leadership decision until March 2022 and J. Rieber will chair a committee to research leadership options.

Adjourned 8:38 pm. Next board meeting, Wednesday, January 12, 2022, 6:30 p.m. at the library.

Action Items:

S. House: Prepare 2022 holiday closure schedule (completed 12/10/21), arrange computer install (90% complete 12/23/21), make decision regarding PO Box (completed 12/8/21), present Children Unattended policy at Jan 2022 board meeting

C. Waxham: Present Background Check policy at Jan 2022 board meeting

J. Rieber: Chair a committee to research leadership options and possibilities

D. McDermott: Arrange a bookshelf build in honor of Martha Schram

S. Orbom: Present possibilities of retroactive salary increases at Jan 2022 board meeting.

M. Kalina: Set up a link on our website to <https://coastlinelibrarynetwork.org/> per S. Orbom's request.

Reference Denise Willms' 12/21/21 email; this task cannot be accomplished because coastlinelibrarynetwork.org is going away. Contact Spectrum, internet service provider, regarding number of WIFI users at the library and how that is tracked.