

Minutes
Langlois Public Library Board of Directors Meeting Apr 13, 2022

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).

Apr 13, 2022 agenda and Mar 9, 2022 minutes approved unanimously.

Manager's Report: Upcoming children/adult programs, patron complaint follow up report, Westlaw, Mango, Chilton, plant purchase/planting

Financial Report: Cecil Ashdown will be the budget officer and give the budget message at the 5/4/22 budget committee meeting.

Friends Report: J. Rieber reported that the Friends annual book sale is rescheduled for Jul 16, 2022. The friends are willing to assist with the set up at the Cheese Factory for the 6/6/22 event.

Discussions:

C. Waxham reported an unnamed patron complaint call she received regarding lack of available parking space during the Feb 12, 2022 pollinator garden planting event. The complainant also claimed the library manager "didn't want to wait on him" when he came into the library that day.

Background Checks policy tabled until the May 11, 2022 meeting. S. Orbom will revise the draft; resolution #2021-22.3 will be assigned when the policy is approved.

Patron Complaint Policy draft was reviewed and questions asked. J. Rieber will revise the draft; resolution #2021-22.5 will be assigned when the policy is approved. The policy was tabled until the May 11, 2022 board meeting.

S. Orbom reported on the 2022-23 budget regarding personnel expenses, materials/services, possible carpet replacement, and budget document availability. C. Waxham asked about our PO Box and 2023 election expenses. J. Rieber asked about possible utility rate increases. Discussion ensued regarding budget committee/hearing procedures, budget message, budget documents format, etc. The board had a consensus that the budget preparation overview would be included with the budget packet.

A. House reported on the policy committee's progress. They will start writing policies about board governance.

General comments about parking space at the library during events and proper traffic management.

Agenda preparation timeline. S. House requested the agenda be ready to send out to the board members and posted 1 week prior to the board meeting. No decision was made regarding the timeline.

Adjourned 8:30 pm. Next board meeting, Wednesday, May 11, 2022, 6:30 pm at the library.

Action Items:

S. House: Contact county clerk, find out what estimated election costs will be for 2023 (completed 4/18/22)

J. Rieber: Contact Langlois water dept, find out if there will be a rate increase in 2023 (completed 4/14/22)

J. Rieber: Present amended Patron Complaint policy at May 2022 board meeting

S. Orbom: Present amended Background Check policy at May 2022 board meeting

C. Waxham: Contact SDAO, find out how often background checks must be updated after initial (completed 4/19/22)

D. McDermott: Schedule Sue Antsy, Common Ground Mediation: about additional board communication training (completed 5/2/22). Training is scheduled for 6/20/22 @ 12:30 pm.