

Minutes  
Langlois Public Library Board of Directors Meeting Sep 14, 2022

Called to order 6:30 pm

Present: J. Rieber, (Chair) via Zoom, A. House, (Vice-Chair), S. Orbom (Treasurer), D. McDermott, C. Waxham and S. House (LPL Manager). A. House chaired the meeting.

Sep 14, 2022 agenda (as amended) and Aug 10, 2022 minutes (as amended) were approved unanimously.

Manager's Report: Summer reading, building/grounds progress and plans, training/meetings, notary

Financial Report: S.Orbom briefed the following items: 3 monthly custodian payment checks were written during FY22-23 vs 2 checks for Jul and Aug. S.House explains that the custodian's June 2022 check was given to her late in June FY21-22 because the custodian was out of commission during part of June and didn't cash it until July 2022. Worker's compensation was paid.

Friends Report: J.Rieber briefs Friends' Ice Cream Social successful results, observations, possible improvements and LPL staff support before, during and after the event. Mogan Grant for \$3K was received. S.Orbom briefs, there is \$2300 remaining in the wish list fund that needs to be spent before the end of this calendar year (Dec 2022).

Discussions:

D. McDermott briefed about the censorship presentation given by the Brookings Library Director at their recent board meeting.

The board would like our banned book display featured in a public service announcement for publication in the local newspaper.

S. Orbom motions that the board commend and recognize Megan Kalina, Fay Mulligan and Sandy House for their efforts on the monthly displays. Unanimously approved.

**RESOLUTION #2022-23.2 was assigned to the Patron Privacy Policy** and approved unanimously.

Drafts of the ethics policy and conflict of interest policy were reviewed. J.Rieber will revise for presentation at the Oct 2022 board meeting.

A.House suggests FB blasts over the next 2 weeks regarding newsletter sign up features on our website offering an incentive for whoever signs up in the next 30 days. J.Rieber suggests preparing book marks for the patrons on this subject.

Board reviewed all 10 pages of the manager's evaluation packet. All applicable forms will be used as written using the 0-3 rating system. All agreed that S.House will disseminate the volunteer and staff eval forms, D.McDermott and S.Orbom will disseminate the patron eval forms. Patron, staff, friends and volunteer forms will be completed NLT 28 Sep 2022. Board members will fill out their 3 parts of the eval NLT 6 Oct 2022.

Agenda items that were tabled for the 12 Oct 2022 meeting as follows: Carpet committee report, Grounds committee report, Board goals (A. House), Board calendar (D. McDermott), Art display (D. McDermott), SDAO training updates (A. House), SDAO best practices (S. Orbom)

Adjourned 8:20 pm. Next regular board meeting, Wednesday, Oct 12, 2022, 6:30 pm at the library.

**Action Items:**

**All board members and S.House: Complete and collect assigned library manager evaluation forms NLT 9/28/22 (complete)**

**J. Rieber: Revise and edit the ethics policy and conflict of interest policy drafts for presentation at 10/12/22 board meeting**

**S.Orbom: Prepare a PSA regarding banned books (completed 9/28/22)**

**S. House: Prepare bookmarks to pass out to patrons regarding newsletter sign up and post FB for 2 weeks offering an incentive over the first 30 days; enter to win drawing. (completion date TBD)**

**S. House: Prepare a PSA regarding library happenings (completion date TBD)**

**S. House & J. Rieber: Review Brookings' library donation policy and write LPL's (completion date TBD)**

**S. House: Take necessary actions to become a notary (completion date TBD)**