

AGENDA & MINUTES
Langlois Public Library Board of Directors
Special Meeting Dec 2, 2022 at 4:00 pm (Zoom)

Agenda:

Call to order

Approve agenda

New Business

Quickbooks, Bookkeeping (bill paying/payroll)

Public input

Library Board meetings are held at the library Meetings are ADA accessible and a virtual Zoom option is available on request. Please contact 541-348-2066 if you require accommodations or a meeting link. Please see the link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/5931228508?pwd=VDMzUFpTOTdOSGU4OXF1WHpNZWc2UT09>

Minutes:

Present: J.Rieber, (Chair), A.House, (Vice-Chair), S.Orbom (Treasurer), D.McDermott, S.House (LPL Manager) and M.Kalina (LPL Staff)

Called to order 4:00 p.m.

Dec 2, 2022 agenda approved unanimously.

The board unanimously approved the 3 motions listed below:

1) Authorize library manager to contract with Bandon Bookkeeping to handle all our payroll needs (currently performed by C. Ashdown) beginning January, 2023 to include: computation of gross and net pay, withholding, and payroll taxes; direct deposit of net pay from our bank to employees' accounts, if they so wish; required payments from our bank to federal and state online accounts; check stubs, W-2s and other forms.

2) Authorize S. House to perform all bookkeeping functions currently performed by C. Ashdown except the payroll functions to be performed by Bandon Bookkeeping, beginning January, 2023, and to acquire relevant software and training.

3) Authorize S. Orbom to add S. House to our LGIP account with permission to transfer money from LGIP to our bank.

Adjourned 4:33 pm.