

Minutes
Langlois Public Library Board of Directors Meeting Jul 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).

Jul 13, 2022 agenda (as amended), Jun 8, 2022 minutes, and Jun 20, 2022 (as amended) minutes were approved unanimously.

FY 22/23 board officer elections resulted in unanimous approval of J. Rieber (Chair), A. House (Vice Chair), & S. Orbom (Treasurer)

Registered agent will be S. House effective 26 Jul 2022. Approved unanimously.

Manager's Report: Facebook (FB), website, summer reading, building/grounds plans, trainings/meetings, needle incident #2 on 21 Jun 22, FY22/23 budget document status.

Financial Report: Water bill was paid 3 times in June according to the statement. S. Orbom will contact the water company.

Friends Report: Jul 16, 2022 book sale, donations are in full swing with J. Rieber being the sole book shed organizer/sorter. Aug 21, 2022 Ice Cream Social/LPL's 20-year anniversary. The Mogan Grant for STEM books and interactive toys was approved for \$3000.

Policy committee report: There were no new policies presented, but efforts will be resumed in Aug 2022.

Discussions:

S.Orbom recommended S. House contact Bain Insurance for a referral regarding the mold/mildew growing over the circulation desk at the peak of the roof.

Used hypodermic needles recommendations: Maybe a grant for outdoor security cameras and lights is feasible. SDAO has one available in Nov 2022. Also S. House will check with other libraries to find out what their procedures are.

Carpet replacement committee was selected; D. McDermott, S. Orbom, & S. House will gather information, bids, samples, and ideas to present to the board for approval.

J. Rieber motioned that the library manager be responsible for social media and added as an administrator on Facebook; A. House seconded, S. Orbom voted yes, D. McDermott voted yes and C. Waxham voted no.

J. Rieber asked that the following tasks be accomplished: C. Waxham add S. House as an administrator on FB within 48 hrs of this meeting, C. Waxham agreed; board decide when the manager's evaluation should take place; Library Bill of Rights be added to the website under the mission/vision/values tab; board members consider FY goals (inputs were as follows): Policies, board education opportunities, community workshops, increase programs, monthly PSAs, digital newsletter with an opt-in for users, set up group email, attract new people.

Adjourned 8:18 pm. Next board meeting, Wednesday, Aug 10, 6:30 pm at the library.

Action Items:

C. Waxham: Add S. House as an Administrator role on FB w/48 hrs as agreed by J. Rieber & C. Waxham

J. Rieber & S. House: Amend manager's job description & present at Aug 10 mtg (completed 7/29/22)

S. House: Add Library Bill of Rights to website (completed 7/27/22)

S. House: Contact Bain Insurance; re: mold/mildew referral (completed 7/22 & 8/2/22)

S. House: Check with other libraries regarding procedures for used hypodermic needles on grounds

S. House: Contact Bain Insurance regarding mold/mildew in the ceiling over the circulation desk (completed 7/19/22)

A. House: Prepare board FY 22/23 goals list NLT 3 Aug (completed 8/3/22)

D. McDermott: Prepare FY22/23 board calendar NLT 3 Aug (completed 7/29/22)

All board mbrs: As requested by D. McDermott; bring landscape maps to 8/10/22 mtg