



MINUTES
BOARD OF TRUSTEES MEETING
January 10, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood
Staff: S. Reckhow, Director; A. Borelli, Assistant Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT DECEMBER MEETING MINUTES

D. CORRESPONDENCE: Christmas card complimenting the library staff and indicating a gift of utensils for use with Charlie Cart programs.

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Audit Report – Duane Shoen, Insero & Co.

- Mr. Shoen reviewed the financial audit for the fiscal year July 1, 2022 - June 30, 2023 with the board.
- There were no material instances of noncompliance and no material internal control weaknesses at the financial statement level. Accounting practices are consistent with government accounting standards, and there were no difficulties or areas of concern.

2. Financial Report

- The Board received the LCSD Treasurer's Report and Budget Status Reports electronically through December 2023 prior to the meeting.
- The Independent Claims Auditor and Vice-President Hluchyj reviewed each invoice for the period of December 14, 2023, through January 10, 2024.

Hluchyj made a motion to authorize payment of the audited invoices. Budmen seconded the motion.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. President's Report: no report

4. Director's Report

- The reference desk schedule for Librarians and Librarian Assistants has been reworked to allow for a better balance between desk coverage and programming commitments.
- Communications has worked on a new timeline for programming development, and programmers are tasked with evaluating which programs meet the needs of patrons and tie into our mission.
- LPL is actively recruiting for the Literacy Specialist position which will be a provisional appointment.
- LPL has developed a new mobile app that will be unveiled to all staff for testing before rolling the product out to patrons.
- The Communications team recently attended a webinar related to outreach and marketing strategies. As a result a brochure has been created to highlight the Collection Policy which includes the procedure for requesting reconsideration of materials.

5. OCPL Report: no report

6. Trustee Advisory Council: An optional Trustee training has been scheduled for January 30th.

7. Strategic Planning:

- All surveys closed on December 22nd, and the responses exceeded expectations.
- The consultants will meet with the leadership team in a few weeks to review the assessment report.
- The consultants are in the midst of focus group meetings both small group and one on one interviews.
- A Board retreat with the consultants is scheduled for Saturday, March 2, 2024.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

No changes this month.

2. Library Director Evaluation Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Mainville second by Wood.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Internet Use Policy for first reading

Motion to approve the policy for first reading by Hluchyj second by Hewitt.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

4. LPL Computers & Networks: Employee Use Policy for first reading

Motion to approve the policy for first reading by Budmen second by McLaughlin.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

5. Director's 2024-2025 Budget – First Draft

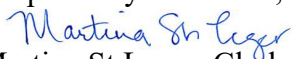
The Trustees discussed the first draft of the 2024-2025 budget and provided direction for the second draft of the budget.

H. OPEN FORUM: no comments

I. BOARD FORUM:

J. ADJOURNMENT: The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board